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MONTANA STATE JAIL STANDARDS

Compiled and Edited

by

THE MONTANA STATE SHERIFF'S ASSOCIATION

Under the Direction of

Russell R. Andrews

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ABBREVIATIONS

GENERAL	G
ADMINISTRATION	A
PERSONNEL	P
SECURITY AND SAFETY	S
INMATE RIGHTS, RULES AND DISCIPLINE	RD
LEGAL SERVICES	LS
MEDICAL AND HEALTH SERVICES	MS
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INTRODUCTION

The sheriff's of Montana's counties have long needed a framework of usable, constitutional limits within which to administer the operation of the jail. They needed realistic standards that could be applied to all their jails throughout the state, whether in a large metropolitan area or in a remote rural part of the state.

This manual was designed to meet their varying needs. The standards it contains are intended to be sufficiently specific to meet presently applicable or reasonably foreseeable legislative and judicial requirements and, at the same time, be flexible enough to allow for practical application under a wide variety of existing local jail conditions. The overriding goal toward which all its standards are directed is the effective, humane and constitutional jail, of whatever size and wherever located.

Production of this manual was undertaken by the Montana Sheriff's Association, with funding for the project provided by a grant from the National Institute of Corrections.

The intent of the project was to develop a set of realistic, reasonably comprehensive standards that would provide practical guidelines particularly relevant to the needs of Montana's Jails. The size of the state and of its counties, the general sparseness of its population, the limited financial resources of many of its counties, the ease or difficulty of transportation within the state, and the type of offenses experienced in the past or reasonably anticipated in the future all had to be taken into account. Existing physical facilities and planned new construction for jails, as well as opportunities for regional or inter-county cooperative actions all had a bearing on the way in which the standards were phrased and in the manner in which the various jails could meet them.

Existing or proposed jail standards for several states around the country as well as the ACA's Manual of Standards for Adult Local Detention Facilities, and the Department of Justice's Standards for Jails and Prisons were researched as background for the project. Some of these standards were modified or re-worded as a basis for standards for Montana's jails. Some obviously would not apply because they simply had little relevance to conditions peculiar to Montana's county jails. A few were lifted almost verbatim and placed in the context of Montana's jails because the Sheriff's Association felt that their wording could not be improved upon. All were specifically adapted to meet the needs of Montana's jail administrators and sheriffs.

INTRODUCTION

The necessity of Montana's counties have long needed a framework of standards, regulations, and rules within which to administer the operation of the jail. They needed realistic standards that could be applied to all their jails throughout the state, whether in a large metropolitan area or in a remote rural part of the state.

This manual was designed to meet their varying needs. The standards it contains are intended to be sufficiently specific to meet generally applicable or reasonably foreseeable legislative and judicial requirements and, at the same time, be flexible enough to allow the practical application under a wide variety of existing local jail conditions. The overriding goal toward which all its standards are directed is the effective, humane and economical jail of whatever size and wherever located.

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HOW TO USE THIS MANUAL

This manual was designed to be used. It was originally distributed in loose-leaf form to facilitate change or updating, because changes in laws, changes in judicial interpretations or a variety of other changes can be expected to change the way the jail standards should be presented, if not actually change the standards themselves.

The manual's division into chapters and the topic heading for the chapters was, to some degree, arbitrary, based on the convenience of the Sheriff's Association. May of the standards could logically be assigned to any or all of several categories. But duplication, including the same standard(s) (either verbatim or re-worded) in more than one chapter could have made for a very cumbersome volume. With a few minor exceptions, each standard was placed in only one chapter. Broad chapter headings and judicious indexing should enable the user to find any standard in the manual dealing with whatever subject matter is of concern.

The applicability of any particular standard to any particular jail is likely to be a prime question in the user's mind. The table on the following pages should readily provide the answer to the question. The headings of the two columns differentiate among the two classes of jails in Montana. The abbreviations placed in the columns beside each standard indicated how critical each standard is to jails in each of these classes.

The two classifications of jails in Montana are:

1. 72-Hour Lock-Up. This lock-up is intended for temporary custody only not to exceed 72 hours (except in the case of a holiday weekend, when custody may extend beyond this limit - only to the opening of business in the appropriate court on the next day the court is in session). This lock-up is not required to offer as full a range of comforts or services to its inmates as are necessary in the regular jails. Some standards strongly recommended or even absolutely essential in a long-term jail may be only desirable or even not applicable to this short-term lock-up.
2. Long Term Jail. This jail is for any inmate or detainee who could be held in the 72 hour lock-up or any other inmate sentenced up to the maximum permissible sentence of one year. This jail must provide a comprehensive range of comforts, programs and services and must meet the highest standards.

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The two classifications of jails in Montana are:

1. 12-Hour Lock-Up. This lock-up is intended for temporary custody only and is intended to hold persons in the case of a felony arrest, when custody may extend beyond this limit - only to the extent of custody in the appropriate court on the next day. The court is in session. This lock-up is not required to offer as full a range of comforts or services to its inmates as was necessary in the regular jail. Some standards strongly recommended or even absolutely essential in a long-term jail may be less desirable or even not applicable to this short-term lock-up.

2. Long-Term Jail. This jail will accept any inmate or detainee who would be held in the 12-hour lock-up or any other inmate committed up to the district court pursuant to sentence of the court. This jail must provide a comfortable range of custody, programs and services and must meet the highest standards.

There are three degrees of necessity as far as Montana's jails' meeting these standards is concerned:

1. E = Absolutely Essential: The jail must meet this standard if it is to remain in business at all. There are no exceptions.
2. R = Strongly Recommended: The jail must meet this standard if it is to maintain its classification. Failure to meet the standard may result in down-grading to a lower classification and could result in losing its authorization to operate.
3. D = Desirable: The jail should make every reasonable attempt to meet this standard, but failure to do so will not result in reclassification.
4. N/A = Not Applicable: The jail does not need to meet this standard.

By referring to the table on the right-hand side of the pages of this manual of standards the jail administrator and/or the sheriff can quickly determine the relative essentiality of the various standards to the different classifications of jails. He can easily see what is required of him if he is to upgrade or maintain his jail's classification or what areas of failure or deficiency might bring about its down-grading.

GENERAL

G-1 THE JAIL IS ESTABLISHED IN FULL ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND ORDINANCES.

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It is imperative that the jail be firmly grounded constitutionally, statutorily, and judicially. The fact of its existence, its organization and administration and every aspect of its day-to-day operation must meet all legal requirements. This is necessary not only to protect the rights of its inmates, but also to protect the public officials responsible for the jail and, ultimately, the taxpayers who pay for the jail.

G-2 THE STANDARDS CONTAINED IN THIS MANUAL ARE ADEQUATELY ADDRESSED. THEY ARE COMPLIED WITH, IN DETAIL, IN WRITTEN POLICIES AND PROCEDURES, INSOFAR AS IS POSSIBLE WITHIN THE CONSTRAINTS IMPOSED BY AVAILABLE RESOURCES.

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Standards serve as attainable goals - or in some instances as lower acceptable limits - for planning and performance. Reasonable standards must be established, followed by well-formulated policies implemented by practical administrative and operational procedures. The jail administrator must be mindful of all these considerations - tempered by a practical regard for the limits of his jail's own resources. He must attain the standard, the lower limit of acceptable performance. If that is impossible due to resource limits over which he has no control, he must do what he can to expand his resources and, in the interim, devise alternative methods of meeting his and his jail's obligations. The standards in this manual form the basis of jail administration in Montana and establish the parameters of jail policies and procedures within which each individual agency operates.

G-3 THE CHIEF JAIL ADMINISTRATOR SETS LONG-RANGE GOALS AND DEVELOPS SHORT - MIDDLE - AND LONG - TERM PLANS FOR THE OPERATION AND ADMINISTRATION OF THE JAIL. THESE ARE SET OUT IN WRITING IN A FORMAL STATEMENT OF PHILOSOPHY AND PURPOSE. THE CHIEF JAIL ADMINISTRATOR CONTINUALLY MONITORS, EVALUATES AND DOCUMENTS ALL ACTIVITIES WITHIN THE JAIL TO INSURE THAT SATISFACTORY PROGRESS IS MAINTAINED IN FOLLOWING THESE PLANS AND ACHIEVING THESE GOALS.

A jail, like any other enterprise, cannot operate effectively and efficiently unless all concerned with its operation know and understand its organization, its purpose and how its purposes are to be realized. The person in charge must formulate workable plans and oversee their implementation if the jail is to accomplish its purpose - whether that purpose be merely secure containment for a few hours or effective rehabilitation over a period of many months.

G-4 POLICIES AND PROCEDURES FOR OPERATION AND ADMINISTRATION OF THE JAIL ARE DOCUMENTED IN WRITING. ORGANIZATIONAL RELATIONSHIPS AND FUNCTIONAL RESPONSIBILITIES ARE CLEARLY DELINEATED. A COMPLETE AND CURRENT COPY OF A POLICIES AND PROCEDURES MANUAL IS AVAILABLE AT ALL TIMES TO ALL MEMBERS OF THE JAIL STAFF.

Policies and procedures must be coherently formulated and set down in a formal document. Staff members must be informed of what is required of them, and they must be able to rely on this formally-documented manual as a guide and reference for all that they do as jail staff members.

G-5 THE OPERATION AND ADMINISTRATION OF THE JAIL DO IN FACT ADHERE TO THESE POLICIES AND PROCEDURES.

Not only must the jail's policies and procedures be realistic and practical -they must be implemented realistically and practically. "You must say what you are going to do, and then you must do what you have said you were going to do."

- G-6 THESE POLICIES AND PROCEDURES ARE REVIEWED AT
LEAST ANNUALLY BY THE CHIEF JAIL ADMINISTRATOR
AND ARE REVISED AND UPDATED AS NECESSARY.

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The operation and administration of the jail must be analyzed in light of continuing changes in statutory and case law. Actual practices, as well as stated intentions, must all work to insure that all legitimate organizational objectives are met. The review and updating of policies and procedures should be open to input from sheriff, county commissioners, county attorney, and other interested public officials.

- G-7 THESE POLICIES AND PROCEDURES FORM THE BASIS FOR
THE JAIL'S PERSONNEL TRAINING PROGRAM.

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In order to achieve proper implementation of the policies and procedures, the jail staff must be formally trained in them. This is necessary for a smoothly-operating incarceration facility, and it is vital if the jail administrator is to be properly recognized as having met all the legal responsibilities of his position.

- G-8 THESE POLICIES AND PROCEDURES FORM THE BASIS FOR
AN ONGOING PROGRAM OF INSPECTION AND EVALUATION
OF THE JAIL'S PERFORMANCE.

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Not only must the chief jail administrator establish and implement formal policies and procedures; not only must he train his staff to operate his jail in accordance with

them; he must also continually monitor his jail's operation and administration to insure that they do, in fact, conform to his established policies and procedures. He would do well to have competent, impartial assistance in his jail's inspection and evaluation from jail administration professionals outside his own organization.

G-9

THE JAIL IS INSPECTED ANNUALLY BY THREE OR MORE MEMBERS OF THE CRIMINAL JUSTICE ADMINISTRATION SYSTEM, AT LEAST TWO OF WHOM ARE NOT DIRECTLY ASSOCIATED WITH THE JAIL. THESE INSPECTORS THOROUGHLY EVALUATE THE PHYSICAL FACILITIES, THE ADMINISTRATION AND THE OPERATION OF THE JAIL AND SUBMIT A DETAILED REPORT OF THEIR FINDINGS, IN WRITING, TO THE JAIL'S CHIEF ADMINISTRATOR. THIS REPORT INCLUDES PERTINENT POSITIVE COMMENTS AND OBSERVATIONS AS WELL AS NEGATIVE FINDINGS.

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Every sheriff or chief jail administrator should continually evaluate his own jail. But he should also have knowledgeable outsiders supplement his own inspections with their impartial observations at least once a year. They should be from outside his administration, but definitely not outside the field of corrections or detention. Such expert inspectors should be readily available from other counties, sheriff's departments, the state division of corrections, etc. The chief jail administrator should maintain a file of all inspection reports and should use them as guides in maintaining or upgrading the effectiveness of his jail operation.

G-10

THESE MONTANA JAIL STANDARDS AND POLICIES AND PROCEDURES ARE REVIEWED ANNUALLY BY A COMMITTEE OF FIVE OR MORE MEMBERS, INCLUDING REPRESENTATIVES OF THE CRIMINAL JUSTICE ADMINISTRATION SYSTEM. THIS COMMITTEE IS APPOINTED BY THE MONTANA SHERIFF'S ASSOCIATION AND APPROVED BY THE MONTANA ASSOCIATION OF COUNTIES.

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Recommendations for additions, deletions, or changes to these standards made by the committee are referred to the Montana Sheriff's Association for review and action as appropriate.

G-II

THE MONTANA JAILS ARE TO BE EVALUATED BY MONTANA JAIL STANDARDS.

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ADMINISTRATION

A-1 THERE ARE FORMAL AGREEMENTS, IN WRITING, SPECIFYING THE ARRANGEMENTS UNDER WHICH THE JAIL ACCEPTS AND MAINTAINS CUSTODY OF INMATES FROM OR FOR FEDERAL, STATE OR OTHER COUNTIES' INCARCERATION FACILITIES. ALL SUCH AGREEMENTS COMPLY FULLY WITH ALL APPLICABLE LAWS AND ORDINANCES.

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It is simply good business to keep such arrangements on a good, business like basis. It can also save considerable grief for jail administrators in event of inmate complaint, grievance or lawsuit.

A-2 ACCURATE AND COMPLETE BOOKING RECORDS ARE MAINTAINED ON EACH INMATE, STATING EXATLY WHAT OFFENSE(S) HE IS CHARGED WITH, WHETHER VIOLATION OF FEDERAL OR STATE LAW OR LOCAL ORDINANCE, NAME, ALIAS(ES), AND COMPLETE DESCRIPTION OF INMATE, IDENTIFICATION OF ARRESTING OR TRANSFERRING OFFICER, AND AUTHORITY FOR THE INMATE'S ARREST AND/OR INCARCERATION.

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Booking is the first step in a long and continuing administrative process. Throughout this process, it is important that the inmate be correctly and completely identified to insure appropriate classification, appearance at various hearing, accurate recording of statistics, equitable distribution of inmate support funds, eligibility for and assignment to various inmate programs, etc.

A-3 THERE ARE WRITTEN POLICIES AND PROCEDURES GOVERNING, IN DETAIL, THE RECEPTION AND ORIENTATION OF NEWLY ADMITTED INMATES.

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The specific steps of this process should be followed consistently with all new inmates. Everything possible should be done to make the transition from free person to jail inmate as smooth as it can be.

A-4

WRITTEN PROCEDURES FOR ADMITTING NEW INMATES INCLUDE AT A MINIMUM:

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- o VERIFICATION OF ARREST OR COMMITMENT
- o COMPLETE SEARCH OF THE INMATE
- o INVENTORY AND STORAGE OR OTHER APPROPRIATE DISPOSITION OF CLOTHING, MONEY AND OTHER PERSONAL PROPERTY
- o MEDICAL/HEALTH SCREENING
- o TELEPHONE CALL(S) BY INMATE, AS APPROPRIATE
- o SHOWER, DE-LOUSING, IF REQUIRED
- o ISSUE OF JAIL CLOTHING, BEDDING AND PERSONAL HYGIENE ITEMS
- o PHOTOGRAPHING, FINGERPRINTING, NOTATION OF IDENTIFYING MARKS OR UNUSUAL CHARACTERISTICS
- o INTERVIEW FOR INFORMATION NEEDED FOR INMATE RECORDS
- o SCREENING INTERVIEW BY JAIL PERSONNEL
- o CLASSIFICATION
- o INMATE ORIENTATION TO JAIL
- o ASSIGNMENT OF CELL

Not all of the above applies equally to all jails, but all should be dealt with thoroughly to the extent that they do apply. The new inmate's rights should be respected, he should be informed of what is happening to him and his questions should be answered fully and courteously. A smooth admission and initial orientation will make for far fewer problems later.

A-5 AN INMATE CLASSIFICATION PROGRAM IS IN EFFECT TO INSURE ADEQUATE SEPARATION AMONG THE VARIOUS CATEGORIES OF INMATE AND TO MAINTAIN SECURITY.

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Violent offenders must be kept separate from the non-violent. Male and female inmates must be kept separate. Juveniles must be kept apart from the adult inmate population. Inmates must be placed in these various categories - on initial booking - and then dealt with accordingly, including reclassification as appropriate, throughout their term of incarceration.

A-6 ADEQUATE PROVISION IS MADE FOR SEPARATION OF THE VARIOUS CLASSIFICATIONS OF INMATE GROUPS AND FOR ADMINISTRATIVE SEGREGATION OF INDIVIDUAL INMATES AS REQUIRED.

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The construction and arrangement of the jail's physical facilities must be such as to meet all constitutional and legal requirements for separation. If not, other arrangements, such as release on own recognizance, transfer to other facilities, etc., must be made.

A-7 JUVENILE INMATES ARE SEPARATE PHYSICALLY AND VISUALLY FROM ADULT INMATES EXCEPT AS INDIVIDUALLY AND SPECIFICALLY AUTHORIZED BY COMPETENT JUDICIAL AUTHORITY.

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The administrator or staff member who departs from this principle does so only at considerable legal peril both to himself and to the individuals and government bodies for whom he works.

A-8 MALE INMATES ARE HOUSED OUT OF SIGHT AND SOUND OF FEMALE INMATES.

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This is important in respect of consideration of basic privacy. From the more practical point of view of the jail administrator, it lessens the potential for disturbances within the inmate population.

The courts have long made this a firm requirement.

A-9 INsofar AS PHYSICAL FACILITIES PERMIT, THE JAIL ADMINISTRATION MAKES ADEQUATE PROVISIONS FOR SEPARATE HOUSING AND SEPARATE MANAGEMENT OF THE FOLLOWING CLASSES OF INMATES:

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- o VIOLENT FROM NON-VIOLENT
- o MALES FROM FEMALES
- o JUVENILES FROM ADULT
- o CIVIL PRISONERS AND WITNESSES FROM CRIMINAL
- o INEBRIATED FROM NON-INEBRIATED
- o PERSONS UNDER INFLUENCE OF NARCOTICS FROM PERSONS NOT UNDER THE INFLUENCE
- o MENTALLY-DISTURBED FROM NON-DISTURBED
- o PHYSICALLY HANDICAPPED FROM NON-PHYSICALLY HANDICAPPED
- o CONTAGIOUSLY ILL FROM NON-CONTAGIOUSLY ILL

o DISCIPLINARY PROBLEMS FROM NON-DISCIPLINARY PROBLEMS

The trend of recent court decisions simplifies this problem somewhat. However, it is still important that potential aggressors be kept separated from potential victims insofar as possible. When the members of each of these categories are appropriately dealt with, maintenance of overall safety and security of the jail is significantly simplified.

A-10 TO THE EXTENT POSSIBLE IN EXISTING FACILITIES, PROVISION IS MADE FOR SEGREGATION OF PART-TIME INMATES FROM FULL-TIME INMATES.

Housing part-time and full-time inmates together can pose serious security and disciplinary and morale problems. Keeping them separated makes it much easier to prevent contraband from coming into the jail and also makes it practically impossible for a full-time inmate to even attempt to bribe or coerce a part-time inmate to try to smuggle contraband into the jail.

A-11 WRITTEN POLICIES AND PROCEDURES SPECIFY WHAT PERSONAL PROPERTY INMATES ARE ALLOWED TO RETAIN IN THEIR POSSESSION.

This requirement puts all concerned on notice of what is allowed in the cells. Anything not specifically listed in these procedures is considered contraband, and anyone in possession of contraband is dealt with accordingly.

A-12 THERE ARE WRITTEN POLICIES AND PROCEDURES GOVERNING THE RECEIPT, INVENTORY AND STORAGE OF ALL INMATE PERSONAL PROPERTY (INCLUDING MONEY) NOT ALLOWED TO BE KEPT BY THE INMATES IN THEIR

CELLS.

There will be some inmates, from time to time, who have personal belongings with them at the time of arrest. The jail must provide some means of safely securing storage for these inmate's possessions.

A-13 THERE IS AN INMATE POPULATION ACCOUNTING SYSTEM WHICH COVERS THE INMATE'S TOTAL TENURE IN THE JAIL, FROM INITIAL BOOKING THROUGH FINAL RELEASE.

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This system should account for the inmate's presence and condition (and their justification or rationale) at all times.

A-14 THERE IS A MASTER FILE WHICH CONTAINS A CASE HISTORY OF EACH INMATE BOOKED INTO THE JAIL. IN ADDITION TO BOOKING AND RELEASE DATE IT DOCUMENTS THE FOLLOWING:

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- o IMPORTANT EVENTS INVOLVING THE INMATE
- o SIGNIFICANT ACTIONS OR DECISIONS REGARDING THE INMATE AND THEIR RATIONALE
- o DATES AND TYPES OF SERVICES RENDERED THE INMATE
- o PROBLEMS (AND THEIR SOLUTIONS) IN WHICH THE INMATE WAS INVOLVED

Detailed and complete case records can be a great help to staff members who need ready access to background information on inmates in order to do their job. Such records can also be literally invaluable in event of lawsuit or potential lawsuit by an inmate or ex-inmate or his family.

A-15

INFORMATION FROM INMATE RECORDS IS MADE AVAILABLE ONLY TO AUTHORIZED PERSONS WHO NEED IT IN THE PERFORMANCE OF THEIR OFFICIAL DUTIES, THIS REQUIREMENT IS DOCUMENTED IN THE JAIL'S POLICIES AND PROCEDURES MANUAL.

In general, inmate information should be available - but not necessarily restricted solely - to court officials or jail staff who need it to discharge their responsibilities for the custody and care of the inmates. Exceptions might be justified as specified in the jail's policies and procedures manual.

A-16

NO INFORMATION IDENTIFIABLE TO A SPECIFIC INMATE IS RELEASED TO ANYONE OUTSIDE THE CRIMINAL JUSTICE ADMINISTRATION SYSTEM UNLESS THE INMATE HAS FIRST SIGNED A "RELEASE OF INFORMATION CONSENT" FORM AND A COPY OF IT HAS BEEN FILED IN HIS PERMANENT RECORD. THIS RELEASE FORM WILL INCLUDE:

- o NAME OF PERSON OR ORGANIZATION REQUESTING INFORMATION
- o NAME OF INSTITUTION OR ORGANIZATION RELEASING INFORMATION
- o SPECIFIC INFORMATION TO BE DISCLOSED
- o PURPOSE FOR RELEASING THE INFORMATION
- o DATE RELEASE FORM IS SIGNED
- o SIGNATURE OF INMATE RELEASING THE INFORMATION
- o SIGNATURE OF JAIL STAFF MEMBER WITNESSING THE INMATE'S SIGNATURE

No information should ever be released which might invade the reasonable rights of privacy remaining reserved to the inmate - unless he has consented to its release and such consent has been made a matter of record.

A-17 THERE IS A WRITTEN SET OF DISCIPLINARY PROCEDURES AVAILABLE TO ALL INMATES.

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The inmates must be aware of not only what is required of them, but, equally important, what will happen to them if they fail to meet the requirement. They must be fully advised concerning procedural requirements to insure that they can adequately participate in disciplinary due-process procedures, if necessary.

A-18 PROHIBITED CONDUCT AND SANCTIONS AGAINST VIOLATORS ARE LISTED AND MADE AVAILABLE TO ALL INMATES.

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It is particularly important that all inmates know specifically what they are not allowed to do and what punishment they must expect if they violate specific prohibitions of conduct.

A-19 THERE ARE ESTABLISHED REASONABLE COMMUNICATIONS, POLICIES AND PROCEDURES (TELEPHONE, MAIL, PERSONAL VISITATION) AND INMATES ARE INFORMED OF THEM AS PART OF THE BOOKING PROCEDURE.

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The inmate must be allowed reasonable communication with his family, clergyman, attorney and courts. The extent of communication allowed to him should be spelled out in the jail's policies and procedures manual and should be made known to the inmate immediately upon his

arrival at the jail for booking.

A-20 INMATES ARE ALLOWED ADEQUATE COMMUNICATION OUTSIDE THE JAIL IN ACCORDANCE WITH CURRENT LEGISLATIVE AND JUDICIAL REQUIREMENTS.

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The jail's policies and procedures manual should specify the amount, frequency and types of mail, phone calls, and personal visits allowed the inmate. As a general rule the inmate should be allowed all incoming and no fewer than three outgoing letters a week, two local or long distance collect phone calls weekly, and two personal visits from others than his attorney, clergyman each week. Stationary and postage must be provided, as necessary, to allow indigent inmates the same frequency of outgoing mail, if they so desire.

A-21 INMATE MAIL, BOTH INCOMING AND OUTGOING MAY BE READ (BUT NEVER CENSORED, I.E. CHANGED), IF THERE IS REASONABLE CAUSE TO JUSTIFY SUCH READING.

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Censorship of inmate mail is never justified. However, the jail administration must always retain the right (whether actively exercised or not) to read inmate mail, in the interest of secure and effective operation of the jail.

A-22 SHIFT SUPERVISORS RECORD, IN DETAIL, IN A PERMANENT LOG AND/OR ON SHIFT REPORTS ALL SIGNIFICANT EVENTS THAT OCCUR DURING THEIR SHIFT.

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Shift logs or shift reports can become critical evidence in the event circumstances or events have to be reconstructed in criminal, civil or administrative proceedings. Shift supervisors must maintain brief, but accurate and complete, records of all that occurs on their shift.

		72 H.R. LOCK-UP	LONG TERM JAIL
A-23	<p>THERE IS A WRITTEN POLICY AND PROCEDURE WHICH PROVIDES FOR THE INSPECTION OF INMATE MAIL AND FOR THE APPROPRIATE DISPOSITION OF ANY CASH, CHECKS, MONEY ORDERS OR CONTRABAND FOUND IN INMATE MAIL.</p> <p>Cash, checks or money orders mailed to an inmate should be removed and credited to his account. Contraband, from either incoming or outgoing mail, should be removed and should be held as evidence, used as a jail officer training aid or destroyed, as appropriate.</p>	N/A	E
A-24	<p>WRITTEN POLICIES AND PROCEDURES REQUIRE THAT INCOMING AND OUTGOING MAIL BE HELD NO MORE THAN 24 HOURS, WITH THE EXCEPTION OF WEEKENDS AND HOLIDAYS.</p> <p>One working day should be ample time to allow for inspection for contraband. Incoming mail should be delivered to the inmates <u>no later than one day</u> after it is received at the jail, and <u>outgoing inmate mail</u> should be sent to the post office no later than one day after it is placed in the inmate outgoing mail box.</p>	N/A	E
A-25	<p>WRITTEN POLICIES AND PROCEDURES PROVIDE FOR THE FORWARDING OR RETURN OF FIRST CLASS MAIL ADDRESSED TO TRANSFERRED OR RELEASED INMATES.</p> <p>If a former inmate's present address is known, mail should be forwarded directly to him. If his whereabouts is unknown, mail addressed to him at the jail should be returned to its sender.</p>	N/A	E
A-26	A PERMANENT AND CONTINUOUS WRITTEN RECORD IS KEPT OF THE FOLLOWING:	E	E

- o PERSONNEL ON DUTY
- o INMATE POPULATION COUNT
- o ADMISSIONS AND RELEASE OF INMATE
- o SHIFT ACTIVITIES
- o ENTRIES AND EXITS OF ALL VISITORS, INCLUDING CLERGY, LEGAL AND MEDICAL PRACTITIONERS.
- o ALL UNUSUAL CIRCUMSTANCES OR OCCURRENCES

Staff members on each shift must know exactly what is happening on their shift and must be able to pass on precise information to those taking their places on the next shift. This cannot be properly assured without the aid of written records. Exact dates and precise times of all events must be recorded. Such records could become very important evidence in the event of formal administrative or legal proceedings.

A-27

THERE ARE WRITTEN POLICIES AND PROCEDURES WHICH CLEARLY SPECIFY WHICH STAFF MEMBERS ARE AUTHORIZED TO RECEIVE AND/OR DISBURSE MONIES, INCLUDING BAIL OR BOND; UNDER WHAT CIRCUMSTANCES, WITHIN WHAT LIMITS, AND HOW AND TO WHOM THEY ARE HELD ACCOUNTABLE. SUCH STAFF MEMBERS ARE BONDED.

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Whether dealing with thousands of taxpayers' dollars or a few dollars in an inmate's commissary account, strict accountability must be enforced. This accountability must cover, at least, petty cash, signature control on checks, inmate funds and employee expense reimbursement. For their own protection and that of the jail administration such staff members should be bonded.

A-28 THE JAIL ADMINISTRATION PARTICIPATES, AS APPROPRIATE, IN THE ESTABLISHMENT AND OPERATION OF MANAGEMENT INFORMATION SYSTEMS, COLLECTING, RECORDING, ORGANIZING, PROCESSING AND REPORTING OPERATIONAL AND ADMINISTRATIVE DATA AS FEASIBLE AND AS REQUIRED OR REQUESTED IN ORDER TO ADVANCE THE OVERALL EFFECTIVENESS OF THE LOCAL JAIL SPECIFICALLY AND THE DETENTION/CORRECTIONS FIELD GENERALLY.

Capabilities and resources vary from jail to jail, as do requirements placed on particular jail administrations from time to time. Each should do all they can to provide useable information which will assist in the development and implementation of more effective management techniques and processes.

A-29 THE CHIEF JAIL ADMINISTRATOR PREPARES A BUDGET REALISTICALLY BASED ON ANTICIPATION OF REASONABLE REQUIREMENTS TO BE PLACED ON THE JAIL AND FUNDS AVAILABLE OR EXPECTED TO BE AVAILABLE TO MEET THOSE REQUIREMENTS. THIS BUDGET CLEARLY RELATES EXPENSES ITEMS TO THE VARIOUS OPERATIONS AND ACTIVITIES THEY SUPPORT.

As with any other enterprise, it is not reasonable to attempt to operate a jail without a well-thought-out balance of incomes and expenditures.

A-30 REQUISITION AND PURCHASE OF EQUIPMENT AND SUPPLIES AND INVENTORY CONTROL OF JAIL PROPERTY ARE GOVERNED BY WRITTEN POLICIES AND PROCEDURES.

These policies and procedures should specify, in detail, how vendors are selected and purchase contracts let and how inventory control is maintained over non-consumable property.

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		72 HR. LOCK-UP	LONG TERM JAIL
A-31	THE CHIEF JAIL ADMINISTRATOR CONTINUALLY MONITORS AND REVIEWS RECEIPT AND EXPENDITURE OF FUNDS, REVISING THE BUDGET AS NECESSARY TO REMAIN WITHIN SPENDING LIMITS IMPOSED BY AVAILABLE APPROPRIATIONS.	E	E
	The chief jail administrator must know where he stands financially at all times. As necessary, he must adjust his programs so that he spends no more than is allowed to him through tax monies, special grants, loans, etc.		
A-32	STRICT ACCOUNTING IS MAINTAINED OVER THE OPERATION OF THE COMMISSARY.	N/A	E
	No money should actually be allowed in the hands of the inmates, but money brought into the jail by them on intake and other funds brought or sent by friends or relatives should be maintained as a commissary account for them. Their commissary purchases should be charged against their account.		
A-33	THE JAIL'S ACCOUNTING SYSTEM READILY SHOWS AT ALL TIMES THE STATUS OF ALL RECEIPTS AND EXPENDITURES, INCLUDING INMATE FUNDS.	R	E
	The chief jail administrator must at any time be able to account for all funds involved in the operation and administration of his jail. A good accounting of funds is also important in justifying changes, continuations or expansion of existing jail programs.		
A-34	PROVISION IS MADE FOR PERIODIC AUDITS OF THE JAIL'S BUDGET AND ACCOUNTING PROCEDURES AS REQUIRED BY MONTANA LAW.	E	E

An auditor from the local or state government should audit the jail's books at least annually (or more frequently if required by applicable laws or ordinances).

A-35 PROVISION IS MADE FOR INSURANCE, INCLUDING COVERAGE FOR THE JAIL'S PHYSICAL PLANT AND EQUIPMENT AND LIABILITY COVERAGE AGAINST PROPERTY DAMAGE OR PERSONAL INJURY TO EMPLOYEES, INMATES OR OTHERS. THERE IS ALSO COVERAGE FOR THE JAIL ADMINISTRATION STAFF AND GOVERNMENT OFFICIALS WHO MIGHT BE SUBJECT TO CIVIL LIABILITY SUITS BY INMATES OR FORMER INMATES.

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There is a wide variety of coverages available, as well as a wide variety of insurance needs, dependent upon varying local situations. Each jail administration should determine and meet its own needs through an appropriate application of private commercial coverage, government programs and/or self-insurance.

A-36 THERE ARE WRITTEN POLICIES AND PROCEDURES WHICH GOVERN THE ADMISSIONS, DETENTION AND RELEASE OF JUVENILE INMATES.

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A-37 JUVENILES ARE DETAINED IN THE JAIL ONLY IN ACCORDANCE WITH THE MONTANA YOUTH ACT.

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The only time a juvenile will be detained in the jail is if the juvenile falls into one of these catagories:

Delinquent youth;

Youth in need of supervision;

A youth who is a danger to himself or the community;

Or by order of the court.

A dependant youth in need of care will never be housed in the jail.

PERSONNEL

P-1

THERE IS AVAILABLE TO ALL STAFF MEMBERS A WRITTEN POLICIES AND PROCEDURES MANUAL WHICH COVERS, AT A MINIMUM:

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- o PERSONNEL ORGANIZATION
- o RECRUITMENT PROCEDURES
- o EQUAL EMPLOYMENT OPPORTUNITIES
- o JOB DESCRIPTIONS, QUALIFICATIONS AND RESPONSIBILITIES
- o SALARY AND COMPENSATION SCHEDULES
- o WORKING HOURS, SICK LEAVE, LEAVES OF ABSENCE AND HOLIDAYS
- o PERSONNEL RECORDS
- o TRAINING, EVALUATION, ADVANCEMENT, RETIREMENT, RESIGNATION AND TERMINATION.
- o EMPLOYEE/MANAGEMENT RELATIONS
- o PHYSICAL FITNESS
- o DISCIPLINARY AND GRIEVANCE PROCEDURES

There must be a comprehensive, well-planned personnel policy with clearly-defined procedures for its implementation. The jail staff must know what is expected of them and what they can legitimately expect in return.

P-2 WRITTEN PERSONNEL POLICIES AND PROCEDURES
ESTABLISH CLEARLY DELINEATED CHANNELS OF
OPERATIONAL AND ADMINSTRATIVE COMMUNICATIONS.

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Clearly delineated channels of communications are necessary for delegating authority, assigning responsibility, supervising work and coordinating efforts. Both vertical and lateral channels must be properly established to govern the activities and working relationships of all staff members. All communications must be complete, timely and accurate, including all information needed by all personnel concerned to enable them to carry out their duties. Provision must be made for alternate channels of communications of extraordinary situations.

P-3 THERE IS IN EFFECT A DETAILED, DOCUMENTED
TRAINING PLAN WHICH:

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- o INCLUDES ALL THE JAIL'S POLICIES AND PROCEDURES
- o LISTS AND EXPLAINS ALL JAIL RULES AND REGULATIONS
- o DESCRIBES ALL JAIL STAFF POSITIONS
- o DETAILS ALL KNOWLEDGE AND SKILL REQUIRED TO MEET THE JAIL'S PERSONNEL REQUIREMENTS
- o PRESCRIBES ALL LEVELS OF PROFICIENCY TO BE ATTAINED BY STAFF MEMBERS AT THE VARIOUS LEVELS OF ADVANCEMENT IN THE VARIOUS JAIL STAFF ASSIGNMENTS.
- o DETAILS ALL ACTIONS REQUIRED OF ALL JAIL STAFF PERSONNEL TO DISCHARGE THE RESPONSIBILITIES OF THEIR ASSIGNMENT, INCLUDING RESPONSE TO EMERGENCIES

- o PROVIDE FOR AN ANNUAL FORMAL REVIEW OF TRAINING RECEIVED BY STAFF MEMBERS

No matter how well thought out the policies and procedures, or how precisely stated, they cannot be properly implemented unless there is a comprehensive personnel training program, thoroughly planned, actively implemented and aggressively followed through.

- P-4 WRITTEN POLICIES AND PROCEDURES REQUIRE THAT A SINGLE STAFF MEMBER, AT THE SUPERVISORY LEVEL, BE CHARGED IN WRITING WITH THE RESPONSIBILITY OF COORDINATING AND SUPERVISING ALL STAFF TRAINING.

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In order for the training plan to be effectively carried out responsibility for its implementation must be centralized. The individual assigned to carry out the training plan must have sufficient rank, knowledge and experience to be effective as a training supervisor.

- P-5 THE JAIL'S TRAINING PLAN REQUIRES THAT ALL EMPLOYEES NEW TO THE DETENTION AND CORRECTIONS FIELD RECEIVE AT LEAST 40 HOURS OF SUPERVISED ORIENTATION TRAINING IMMEDIATELY UPON BEING HIRED.

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It is important that all persons responsible for any aspect of detention or correctional custody be trained in the minimum requirements of their job.

- P-6 WITHIN 18 MONTHS OF INITIAL EMPLOYMENT EACH STAFF MEMBER SUCCESSFULLY COMPLETES THE BASIC JAIL OPERATIONS ACADEMY CONDUCTED BY P.O.S.T., RECEIVING TRAINING IN THE FOLLOWING ESSENTIAL AREAS:

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- o SECURITY PROCEDURES
- o INMATE SUPERVISION
- o INMATE RULES AND REGULATIONS
- o DISCIPLINARY DETENTION AND ADMINSTRATIVE SEGREGATION
- o INMATES' RIGHTS
- o USE AND CONTROL OF PHYSICAL FORCE
- o FIRE AND EMERGENCY PROCEDURES
- o FIRST AID
- o DEALING WITH MINORITIES
- o DEALING WITH REPEAT OFFENDERS
- o PROBLEM-SOLVING, COUNSELING AND GUIDANCE
- o COMMUNICATIONS SKILLS
- o REPORT WRITING

Besides general orientation to the institution and the profession, it is extremely important that all staff members who deal directly with the inmate populations be well grounded in these specific areas. Specific training requirements may vary in accordance with requirements presently mandated by P.O.S.T. or as modified in the future.

P-7

THE JAIL TRAINING PLAN REQUIRES THAT ALL STAFF MEMBERS IN THEIR SECOND YEAR, AND THEREAFTER, ATTEND AN ADDITIONAL 16 HOURS OF CONTINUING TRAINING DURING EACH YEAR OF EMPLOYMENT.

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It is important that staff members maintain proficiency in their profession through continued on-the-job training.

P-8

THE JAILS TRAINING PLAN REQUIRES THAT APPROPRIATE ADMINSTRATIVE AND MANAGERIAL STAFF RECEIVE 8 HOURS OF TRAINING EACH YEAR SELECTED FROM THE FOLLOWING AREAS, OR OTHER AREAS SELECTED BY THE MONTANA LAW ENFORCEMENT ACADEMY:

- o ADMINISTRATIVE AND MANAGEMENT THEORY AND PRACTICE
- o EMPLOYEE/MANAGEMENT RELATIONS
- o LABOR LAW
- o DECISION MAKING
- o TRAINING PRACTICES AND ADMINISTRATION
- o INTERACTION OF ELEMENTS OF THE CRIMINAL JUSTICE SYSTEM
- o GOVERNMENT ORGANIZATION AND INTER-RELATIONSHIPS WITH OTHER GOVERNMENTAL AGENCIES.

The various levels of management must show not only the "nuts and bolts" of maintaining custody of inmates, but also the "big picture" of how to coordinate the varied aspects of the "nuts and bolts." They must have a good working grasp of both the theory and the practice of organizational management in a government as well as a detentional context.

P-9

THE JAIL'S POLICIES AND PROCEDURES PROVIDE FOR ADMINISTRATIVE LEAVE AND EXPENSE REIMBURSEMENT FOR STAFF MEMBERS TO ATTEND WORK-RELATED SEMINARS, WORKSHOPS AND PROFESSIONAL MEETINGS.

Such professional activities and associations can become a valuable part of the jail's overall staff training. The jail administration should encourage staff participation in such programs and should meet reasonable expenses incident to such participation.

P-10 THE JAILS TRAINING PLAN REQUIRES THAT ALL STAFF MEMBERS AUTHORIZED TO USE FIREARMS IN THE PERFORMANCE OF THEIR DUTIES BE FORMALLY TRAINED IN THEIR USE AND QUALIFIED TO MONTANA P.O.S.T. STANDARDS. CONTINUING, AS WELL AS INITIAL STANDARDS, ARE PRESCRIBED BY THE PLAN.

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No person should be allowed to handle firearms until he has received appropriate instructions and demonstrated continuing proficiency in their safe and appropriate use.

P-11 JAIL STAFF MEMBERS ARE TRAINED TO MEET OR EXCEED THE MINIMAL LEVEL OF TRAINING PRESCRIBED BY THE JAILS TRAINING PLAN.

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The plan is extremely important, but its value can be realized only through its proper implementation.

P-12 DETAILED RECORD OF SPECIFIC TRAINING RECEIVED AND LEVELS OF PROFICIENCY ACHIEVED IN THE VARIOUS NECESSARY SKILLS AND KNOWLEDGE AREAS ARE MAINTAINED ON ALL STAFF MEMBERS.

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Proper development and expansion of skills and knowledge levels depend heavily on a documented knowledge of skills and knowledge already attained. Proper documentation of training received also serves to solidify areas of responsibility and delineate liability.

P-13 WRITTEN PERSONNEL POLICIES AND PROCEDURES REQUIRE THAT SELECTION, RETENTION, AND PROMOTION OF JAIL STAFF MEMBERS BE ON THE BASIS OF DEMONSTRATED MERIT, SPECIFIED QUALIFICATIONS, AND COMPETITIVE EXAMINATION, WITHOUT REGARD TO RACE, RELIGION, SEX OR NATIONAL ORIGIN.

There must be no favoritism in personnel matters. All personnel actions must be carried out rationally, impartially and according to the law.

P-14 WRITTEN PERSONNEL POLICIES AND PROCEDURES ESTABLISH MINIMUM HEALTH AND PHYSICAL FITNESS STANDARDS FOR ALL STAFF MEMBERS. PROVISION IS MADE TO ENSURE THAT ALL STAFF MEMBERS ACHIEVE AND CONTINUE TO MEET THESE STANDARDS.

Regular examinations and a continuing program of exercise and/or other physical activity should be an important part of the jail's overall program of personnel administration to insure that all staff members continue to be physically able to perform the duties of their job effectively.

P-15 WRITTEN POLICIES AND PROCEDURES PROVIDE FOR REIMBURSEMENT TO EMPLOYEES FOR ALL REASONABLE AND NECESSARY EXPENSES WHICH THEY INCUR IN THE PERFORMANCE OF THEIR OFFICIAL DUTIES.

Any time jail employees have to pay for any jail or job-related expenses out of their own pockets, they must be fairly and promptly reimbursed.

P-16 THERE IS A WRITTEN CODE OF ETHICS, BROUGHT TO THE ATTENTION OF ALL JAIL EMPLOYEES, WHICH CLEARLY PROHIBITS THEM FROM USING THEIR OFFICIAL POSITION

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TO OBTAIN MONEY, PROPERTY, OR PRIVILEGES. IT FURTHER PROHIBITS THEM FROM ENGAGING IN ANY BEHAVIOR WHICH MIGHT CONFLICT WITH THE INTERESTS OF THE JAIL.

To protect the integrity of the jail, a policy must exist - and be enforced rigidly - to prevent any possible conflict of interest either between the jail administration and other governmental agencies or between jail staff and inmates or the community generally.

P-17 THERE IS A WRITTEN SET OF PERSONNEL DISCIPLINARY PROCEDURES MADE AVAILABLE TO ALL JAIL STAFF MEMBERS.

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The members of the jail's staff must know precisely what they are required (or allowed) to do in the performance of their duties. They must know also exactly what to expect if they do not properly discharge their responsibilities -for whatever reason.

P-18 THESE DISCIPLINARY PROCEDURES ENSURE "DUE PROCESS" TO ALL STAFF MEMBERS ACCUSED OR SUSPECTED OF NEGLIGENCE, VIOLATIONS, OR INFRACTIONS OF LAWS, REGULATIONS, OR ADMINISTRATIVE REQUIREMENTS.

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The jail staff must be assured a full, impartial hearing and a fair disposition of any case where they are accused of failure to properly discharge their responsibilities - for whatever reason.

P-19 A CURRENT, ACCURATE AND CONFIDENTIAL PERSONNEL RECORD IS MAINTAINED ON EACH JAIL EMPLOYEE. THE RECORD SHALL CONTAIN SUCH ITEMS AS THE FOLLOWING:

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- o INITIAL APPLICATION FOR EMPLOYEMENT
- o REFERENCE LETTERS
- o TEST RESULTS
- o RESULTS OF EMPLOYMENT INVESTIGATIONS
- o SUMMARY OF PREVIOUS TRAINING AND EXPERIENCE
- o WAGE/SALARY/COMPENSATION INFORMATION
- o PERFORMANCE EVALUATION
- o DISCIPLINARY ACTIONS
- o COMMENDATIONS

P-20

THERE ARE WRITTEN POLICIES AND PROCEDURES PROVIDING FOR PERIODIC EVALUATION OF ALL STAFF MEMBERS' PERFORMANCE BY THE SHERIFF OR HIS DESIGNEE. AFTER REVIEWING HIS EVALUATION OF EACH MEMBER'S PERFORMANCE WITH THAT INDIVIDUAL, HE MAKES THE EVALUATION A PART OF THE MEMBER'S PERMANENT PERSONNEL RECORD.

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For continued personal as well as professional growth the staff member needs to know how he "stacks up against the job." His boss needs to formally compare his performance against the requirements of his job in order to be sure the job is getting done right or to take timely corrective action if it is not. The evaluation needs to be made a matter of record to preclude a variety of possible future misunderstandings.

P-21

THERE IS A FORMAL PROCEDURE ESTABLISHED WHICH ENCOURAGES STAFF MEMBERS TO PARTICIPATE ACTIVELY IN UPDATING AND IMPROVING THE JAIL ADMINISTRATION AND OPERATION.

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All concerned will benefit from better job performance, higher morale and a higher degree of professionalism on the part of the staff members if they have - and know they have - some direct voice in improving their jail's administration and operation.

SECURITY AND SAFETY

S-1 THERE ARE WRITTEN POLICIES AND PROCEDURES GOVERNING THE SECURITY, CONTROL AND SAFETY OF THE JAIL AND ITS INMATES.

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All security and safety measures should be a matter of record, readily available for reference by all staff members.

S-2 THESE POLICIES AND PROCEDURES ARE, IN FACT, OBSERVED AND CARRIED OUT.

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Security, control and safety is probably the most important area of concern. It is absolutely critical that policies and procedures be very carefully thought out and actively followed through. "Lip service" or haphazard execution simply is not acceptable.

S-3 THERE ARE WALLS, BARS, FENCES AND/OR ELECTRONIC DEVICES THAT FORM THE JAIL'S SECURITY PERIMETER, PREVENTING ESCAPE FROM WITHIN OR INTRUSION FROM WITHOUT.

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The security perimeter is, of course, the essence of the jail. It must be established and maintained inviolate at all times.

S-4 ALL SECURITY PERIMETER ENTRANCES AND EXITS, ALL CELL BLOCK DOORS AND ALL DOORS OPENING INTO A CORRIDOR ARE KEPT LOCKED EXCEPT TO PERMIT NECESSARY AND AUTHORIZED ADMISSIONS OR EXITS.

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Doors and gates obviously are the potential weak point in any security system perimeter. Special care must be taken to insure that they are unlocked only when necessary and authorized and that they are relocked immediately after use.

S-5 WRITTEN POLICIES AND PROCEDURES PROVIDE FOR A CONTINUOUS PROGRAM OF INSPECTION AND MAINTENANCE OF ALL LOCKS AND KEYS.

E E

All locking devices must be subject to regularly scheduled maintenance to prevent corrosion, rust or any other condition which might impair their effective operation.

S-6 ALL SECURITY DEVICES ARE INSPECTED AT LEAST ONCE EACH WEEK AND ARE ADJUSTED OR REPLACED AS NECESSARY.

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Security devices are of little or no use if they are not kept in constant good repair and utilized for the purpose for which they were installed.

S-7 THE RECEPTION AND RELEASE AREA OF THE JAIL IS LOCATED WITHIN THE SECURITY PERIMETER BUT AWAY FROM THE INMATES' LIVING AREA.

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The reception and release area is, in fact, a "jail within a jail" where extra security precautions are the rule to insure that no new inmate brings into the living area any weapons, tool or other item that might later be used to compromise the security of the living area.

S-8 WRITTEN POLICIES AND PROCEDURES PROVIDE THAT ALL INMATES BE SEARCHED THOROUGHLY ANY TIME THEY PASS THROUGH THE SECURITY PERIMETER.

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The requirement must be rigidly enforced if the introduction of contraband into the jail is to be prevented. It is particularly critical in situations wherein inmates are able to come into direct contact with persons outside the jail, as do work release or other part-time inmates.

S-9 THE JAIL MAINTAINS A FORMAL AND DISTINCT CONTROL CENTER TO INSURE ORDER AND SECURITY WITHIN THE JAIL.

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A control center is necessary to provide a single point for coordination of the entire operation of the jail. The control center should be continuously staffed. It should be entered only by those having official business there. All security, control, communication and emergency procedures should be monitored and coordinated from the control center.

S-10 THERE IS AN AUDIO INTERCOMMUNICATION SYSTEM BETWEEN THE JAIL'S CONTROL CENTER AND THE INMATE LIVING AREAS.

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Such a system makes for more convenient and more efficient supervision of inmates. It can also provide a means by which the inmates can contact the staff in an emergency.

S-11 THERE ARE ESTABLISHED PROCEDURES TO INSURE THAT NO CONTRABAND IS INTRODUCED INTO THE JAIL, EITHER THROUGH THE MAIL, BY VISITORS OR BY INCOMING INMATES.

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The jail administration controls access to the inmates. Designated staff members can and should open incoming mail and require would-be visitors to submit to a search. However, to avoid possible complications, inmates and

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	their correspondents and visitors should be made aware that this is the case.		
S-12	NOTICE OF THESE PROCEDURES IS POSTED PROMINENTLY WITHIN THE VISITATION AREA AND IS BROUGHT TO THE ATTENTION OF ALL VISITORS BEFORE THEY ENTER THE AREA. Even if, in individual cases, the prerogative to search visitors or open mail is not exercised, this notice should be given to insure that some future court decision doesn't declare it lost by default.	N/A	E
S-13	THERE ARE WRITTEN POLICIES AND PROCEDURES REGULATING ACCESS OF THE PRESS AND NEWS MEDIA TO INMATES, AS WELL AS INMATE ACCESS TO THE MEDIA. • The press has no superior or broader right of access to individual inmates than has the general public. Individual inmates have no special claim to face-to-face access to the press. The jail administration has a duty to maintain security and order within the jail and among its inmates. Policies and procedures for dealing with the press should be formulated and carried out with these considerations firmly in mind.	E	E
S-14	JAIL ADMINISTRATION CONTACT WITH NEWS MEDIA SHOULD BE MADE THROUGH A SINGLE JAIL SPOKESMAN. A knowledgeable and experienced staff member should conduct all the jail's business with the press. He should be friendly and cooperative, but he should remember that his first duty is the security of the jail and its inmates.	E	E
S-15	VISITS BY ATTORNEYS TO THEIR INMATE CLIENTS ARE	N/A	E

NOT UNREASONABLY RESTRICTED.

The jail administration may deny attorney visits at particular times that would disrupt jail operations in some significant way but, due to their special relationship to their clients and their own necessary working schedule, attorneys must be allowed much greater latitude than is allowed to other visitors.

S-16	WRITTEN SECURITY POLICIES AND PROCEDURES, VISITATION LOCATIONS AND SECURITY REGULATIONS IMPOSED OR AVAILABLE TO BE IMPOSED ON ATTORNEY VISITS ARE POSTED PROMINENTLY IN THE VISITATION AREA.	N/A	E
	Even though there is a special relationship between an attorney and his inmate client (and more extensive rights are reserved to them for this reason), their visits are still very much under the control of the jail administration. This condition ought to be clearly established and brought to their attention.		
S-17	WRITTEN POLICIES AND PROCEDURES SPECIFY CONDITIONS UNDER WHICH THE JAIL'S INMATES, THEIR PROPERTY AND/OR THEIR CELLS ARE SUBJECT TO SEARCH.	E	E
	Even though there are presently few limits on inmate or cell search, search policies and procedures ought to be formally stated, with emphasis on the permissible reasons for such searches.		
S-18	WRITTEN POLICIES AND PROCEDURES SPECIFICALLY PROHIBIT INMATES FROM IN ANY WAY ASSUMING ANY FORM OF AUTHORITY OVER OTHER INMATES.	E	E

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	Jail staff and only jail staff, are in charge of inmates. Staff members are charged with all supervisory responsibility for the inmates. Staff members cannot allow the inmates to in any way infringe upon or usurp any of the authority that accompanies this responsibility. Staff control over the inmates cannot be allowed to be weakened or diminished by the inmates.		
S-19	THERE ARE WRITTEN POLICIES AND PROCEDURES FOR TEMPORARY SEPARATION FROM THE GENERAL INMATE POPULATION AS A DISCIPLINARY MEASURE AGAINST INMATES WHO COMMIT SERIOUS VIOLATIONS OF JAIL REGULATIONS.	N/A	E
	Such disciplinary detention must not violate the detainee's rights, but it should remove any opportunity or incentive for him to commit any further violations.		
S-20	THERE ARE WRITTEN POLICIES AND PROCEDURES PROVIDING FOR ADMINISTRATIVE SEGREGATION OF INMATES WITH SERIOUS OR CONTINUING BEHAVIOR PROBLEMS OR WHO REQUIRE PROTECTIVE CUSTODY FOR THEIR OWN SAFETY.	E	E
	The practical purpose of administritave segregation is much the same as that of disciplinary detention - to preserve order and discipline immediately and to reduce the likelihood of disorder in the future.		
S-21	LIVING CONDITIONS IN DISCIPLINARY DETENTION AND ADMINISTRATIVE SEGREGATION CELLS ARE NOT SIGNIFICANTLY DIFFERENT FROM THOSE IN REGULAR CELLS, BEHAVIOR PERMITTING. INMATES IN THOSE UNITS ARE DEPRIVED OF NOTHING ALLOWED THE GENERAL INMATE POPULATION, EXCEPT AS REQUIRED FOR THEIR OWN SAFETY AND WELL-BEING.	R	E

Such punishment or discipline as is involved in these two categories of special treatment lies in the removal from association with other inmates. Other than that, separation inmate treatment in these cells should be identical to that of the general inmate population as regards the basic constitutional rights of the inmates.

S-22 THERE ARE WRITTEN POLICIES AND PROCEDURES AND POST ORDER FOR STAFF REGULATION OF ALL INMATE MOVEMENTS TO INSURE ORDER AND CONTROL.

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Advance provision should be made, and followed, for all transfers of inmates between jails or between major sections or divisions of a jail.

S-23 WRITTEN POLICIES AND PROCEDURES GOVERN TRANSPORTATION OF INMATES OUTSIDE THE JAIL OR FROM ONE JURISDICTION TO ANOTHER.

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Transportation of inmates presents a potentially serious security risk. Careful planning and precise guidelines should be followed to minimize such risks.

S-24 WRITTEN POLICIES AND PROCEDURES GOVERN THE USE OF JAIL OR SHERIFF'S DEPARTMENT VEHICLES AND USE OF PERSONAL VEHICLES FOR OFFICIAL PURPOSES, INCLUDING PROVISIONS FOR PROPER INSURANCE COVERAGE.

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Possible licensing, tax and liability problems should be anticipated and satisfactorily resolved in the formulation of transportation policies and procedures. These procedures should be adhered to strictly.

S-25 THE JAIL HAS A SYSTEM OF FORMALLY COUNTING

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INMATES WITHIN THE JAIL BY ACTUALLY SIGHTING THEM AT LEAST ONCE EACH SHIFT.

All inmates within the jail should be actually sighted by a responsible staff member at least once each shift. Inmates should not be allowed to move about the jail during the count.

S-26 ACCOUNTABILITY OF ALL INMATES IS MAINTAINED AT ALL TIMES, INCLUDING THOSE ON WORK RELEASE, IN THE HOSPITAL OR ON ANY OTHER TEMPORARY ABSENCE, AS WELL AS THOSE ACTUALLY WITHIN THE JAIL.

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This accountability must include frequent actual sighting of each inmate by a responsible party.

S-27 INMATES ARE UNDER CONSTANT 24-HOUR-A-DAY SUPERVISION BY JAIL STAFF MEMBERS. ALL INMATES ARE OBSERVED DIRECTLY - AT IRREGULAR INTERVALS - EVERY NIGHT AS WELL AS EVERY DAY, AT LEAST ONCE EVERY SIXTY MINUTES. THIS IS TO INSURE THEIR PRESENCE, HEALTH AND SAFETY, AS WELL AS TO PROMOTE GOOD ORDER AND DISCIPLINE AMONG THE INMATE POPULATION.

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It is no defense before the courts that the budget would not allow continuous supervision if an inmate suffers injury, illness or death during a night when one was on duty. There must always be a least one staff member on duty. That staff member's post should be located immediately adjacent to the inmates' living area to provide for adequate supervision as well as for prompt response in the event of an emergency. If such direct supervision is impossible, the jail should provide an audio and video monitoring system which links the inmate living area to a staff post that is manned on a 24-hour-a-day basis.

S-28

THERE ARE AVAILABLE TO ALL STAFF MEMBERS WRITTEN PLANS OF ACTION TO BE TAKEN IN THE EVENT OF WORK STOPPAGE, INMATE ESCAPE, DISTURBANCE OR RIOT, TAKING OF HOSTAGES, FIRE OR OTHER EMERGENCY. STAFF MEMBERS ARE TRAINED IN THE EXECUTION OF THESE PLANS.

All possible emergency situations should be anticipated and adequate measures - including training - devised to cope with them. The plan should also provide for thorough and complete reporting after the emergency so that it can be analyzed and appropriate action can be taken to minimize the chances of occurrence of a similar emergency in the future.

S-29

THERE ARE WRITTEN POLICIES AND PROCEDURES GOVERNING THE USE OF FORCE BY JAIL STAFF MEMBERS.

These policies and procedures should specify the conditions under which force may be used and the extent of force that may be used.

S-30

PHYSICAL FORCE ON THE PART OF THE JAIL STAFF MEMBERS IS, IN ALL CIRCUMSTANCES, RESTRICTED TO THE MINIMUM DEGREE NECESSARY TO ACCOMPLISH LEGITIMATE PURPOSES UNDER APPROPRIATE STATUTORY AUTHORITY.

There are times when physical force is necessary, but they are rare and should become even rarer with adequate planning and training. The courts are apt to take a very dim view of the use of any force that could have been avoided through implementation of such planning and training. In any case, any staff member who makes use of any more force than is absolutely necessary is on increasingly unsteady ground.

2 HR. LOCK-UP

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		72 HR. LOCK-UP	LONG TERM JAIL
S-31	INSTRUMENTS OF RESTRAINT ARE USED ONLY AS A PRECAUTION AGAINST ESCAPE DURING TRANSFER; FOR MEDICAL REASONS UNDER THE DIRECTION OF COMPETENT MEDICAL PERSONNEL; OR TO PREVENT INMATE SELF-INJURY, INJURY TO OTHERS OR PROPERTY DAMAGE; AND, IN MANY CASES, ONLY WITH THE APPROVAL OF THE CHIEF JAIL ADMINISTRATOR.	E	E

Instruments of restraint should be used only as temporary safety and security devices, never for punishment.

S-32	ESTABLISHED POLICIES AND PROCEDURES INCLUDE ADEQUATE PROVISIONS FOR AVAILABILITY, MAINTENANCE, STORAGE, INVENTORY, INSPECTION, ISSUE, DISCHARGE, ACCOUNTABILITY, CONTROL AND USE OF FIREARMS, AMMUNITION, CHEMICAL AGENTS, RESTRAINTS AND RELATED SECURITY DEVICES. THIS APPLIES TO KEYS, TOOLS, AND FLAMMABLE, TOXIC AND CAUSTIC MATERIALS AS WELL.	E	E
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There must be a continuous inventory chain of these devices and detailed report of their use.

S-33	IF THE JAIL MAINTAINS AN ARSENAL, IT IS LOCATED WITHIN THE ADMINISTRATIVE AREA, BUT WELL AWAY FROM THE INMATE HOUSING AND ACTIVITY AREA.	E	E
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Weapons must be readily available to the jail staff, but must at all times be kept safely beyond the reach of the inmates.

S-34	EXCEPT IN EMERGENCY SITUATIONS, WEAPONS ARE NOT ALLOWED IN AREAS TO WHICH INMATES HAVE ACCESS.	E	E
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Under normal circumstances no one, including law

enforcement personnel, should have a weapon within inmate areas of the jail. Normally no one needs a weapon in these areas.

S-35 THERE IS ADEQUATE, SAFE AND SECURE STORAGE SPACE OUTSIDE THE INMATES' LIVING AREAS SO JAIL STAFF WILL LEAVE THEIR WEAPONS BEHIND WHENEVER ENTERING THE LIVING AREA.

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In a properly administered jail, staff members, appropriately accompanied, will not need weapons in the inmates' living area of the jail. Therefore, they should store them temporarily in a secure locker before entering the living area.

S-36 STAFF MEMBERS SUBMIT FOR PERMANENT RETENTION IN THE RECORDS OF THE JAIL AN ACCURATE, COMPLETE AND DETAILED REPORT ANY TIME THEY RESORT TO USE OF FIREARMS, RESTRAINTS, CHEMICAL AGENTS, OR ANY OTHER WEAPONS OR PHYSICAL FORCE IN THE PERFORMANCE OF THEIR DUTIES.

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Use of any sort of force can be expected to result in at least a minor administrative investigation and quite possibly an appearance in criminal or civil court. In any case, a careful accounting will be required of the user of force.

S-37 WRITTEN POLICIES AND PROCEDURES REQUIRE IMMEDIATE MEDICAL EXAMINATION AND TREATMENT, AS APPROPRIATE, FOR ANY PERSON -INMATE - STAFF MEMBER OR INNOCENT BYSTANDER - INJURED IN AN INCIDENT INVOLVING THE USE OF A WEAPON, A CHEMICAL AGENT OR PHYSICAL FORCE, HOWEVER DELIVERED. A WRITTEN REPORT OF SUCH EXAMINATION AND TREATMENT WILL BE MADE A PART OF THE JAIL'S PERMANENT RECORD.

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	<p>This requirement is necessary to insure proper treatment of the injured, as well as to serve as a defense in the event of possible civil or criminal charges being brought into court.</p>		
S-38	<p>THERE IS INSTALLED SERVICEABLE EQUIPMENT TO MAINTAIN ESSENTIAL LIGHTS, POWER AND COMMUNICATION IN AN EMERGENCY, AND SUCH EQUIPMENT IS TESTED AT LEAST MONTHLY FOR EFFECTIVENESS. IT IS REPAIRED OR REPLACED AS NECESSARY.</p> <p>Being caught in an emergency without adequate emergency lights, power and communications could be quite literally disastrous, especially for a jail with extensive electrically or electronically controlled gates and doors and inadequate manual backup devices.</p>	E	E
S-39	<p>• ESTABLISHED POLICIES AND PROCEDURES PROVIDE ADEQUATE GUIDELINES TO FOLLOW IN THE EVENT OF A GROUP ARREST THAT EXCEEDS THE JAIL'S MAXIMUM DESIGNED OCCUPANCY.</p> <p>The hoped-for rarity of such an event does not justify ignoring its possibility. Should it happen, appropriate action will have to be taken, and such action should have been planned in advance.</p>	E	E
S-40	<p>WRITTEN POLICY AND PROCEDURE PROVIDE THAT DEADLY FORCE IS USED ONLY AFTER OTHER ACTIONS HAVE BEEN TRIED AND FOUND INEFFECTIVE, UNLESS THE ACTOR BELIEVES THAT A PERSON'S LIFE IS IMMEDIATELY THREATENED.</p>	E	E

INMATE RIGHTS, RULES
AND
DISCIPLINE

RD-1 THERE ARE WRITTEN POLICIES AND PROCEDURES WHICH
RECOGNIZE THE SPECIFIC RIGHTS OF THE JAIL'S INMATES
AND PROVIDE FOR THEIR MAINTENANCE AND
PROTECTION.

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Both as a matter of humane treatment for the inmates
and as a matter of practical protection against possible
lawsuits against the jail and its staff, formal recognition
of the inmates' specific rights, as well as practical
measures for complete preservation of those rights, must
be documented, as well as observed.

RD-2 •THERE ARE WRITTEN POLICIES AND PROCEDURES WHICH
FORMALLY STATE THE RULES, REGULATIONS AND
DISCIPLINARY PRACTICES (INCLUDING PENALTIES FOR
VIOLATIONS) UNDER WHICH THE JAIL'S INMATES MUST
LIVE. THESE ARE MADE KNOWN TO ALL INMATES UPON
INTAKE AND A COPY OF THE RULES IS PROMINENTLY
POSTED IN AN INMATE COMMON AREA, READILY
ACCESSIBLE TO ALL INMATES.

N/A E

The inmates cannot be expected to comply with the rules
unless they are informed of them and also have a copy
available for reference. The rules must be formally
documented and the inmates must be formally informed
of the rules. This is as important a protection for the jail
adminsitrator as it is for the inmates.

RD-3 ALL FORMALLY ESTABLISHED POLICIES AND
PROCEDURES, RULES AND REGULATIONS AND
DISCIPLINARY PRACTICES REGARDING INMATES AND

N/A E

THEIR BEHAVIOUR ARE, IN FACT, CARRIED OUT AND ABIDED BY.

Having rules and not following them is worse than having no rules at all. The inmates must know what is expected of them and what they can expect in return or discipline will degenerate into chaos.

RD-4 FORMAL POLICIES AND PROCEDURES ARE FOLLOWED TO INSURE EFFICIENT PROCESSING AND ADEQUATE SAFEGUARDING OF THE RIGHTS OF INMATES ON INTAKE AND ON RELEASE, AS WELL AS DURING THEIR ENTIRE TERM OF INCARCERATION.

It is important that a legal routine be established with regard to all the jail staff's dealings with the inmates. For determination of responsibility and liability it is vital that the jail administrator be able to demonstrate - and document - that such routine was legal, adequate and adequately complied with at all times.

RD-5 THERE IS IN EFFECT A SYSTEM OF INMATE CLASSIFICATION WHICH TAKES INTO ACCOUNT THE RISK AND CONTROL REQUIRED FOR PROPER CUSTODY OF EACH CLASS OF INMATE. THE SYSTEM ALSO PROVIDES FOR CONTINUAL REVIEW OF INMATES' CLASSIFICATION AND RECLASSIFICATION AS APPROPRIATE.

For security as well as efficient administration all inmates must be classified and guarded appropriately. However, it is wasteful to squander limited security resources on a low-risk inmate, perhaps at the expense of inadequate custody and supervision of a high-risk inmate.

RD-6 THE INMATE CLASSIFICATION SYSTEM IS FORMALLY DOCUMENTED, INCLUDING SPECIFIC CRITERIA AND

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PROCEDURE FOR INITIAL DETERMINATION (AND LATER CHANGES AS APPROPRIATE) OF INMATE'S STATUS.

It is important that this system be clearly delineated and precisely implemented, as it can have profound effects on the basic conditioning of existence of the inmate.

RD-7	WRITTEN POLICIES AND PROCEDURES PROVIDE FOR REVIEW OF THE STATUS OF INMATES IN ADMINISTRATIVE SEGREGATION AT LEAST EVERY SEVEN (7) DAYS FOR THE FIRST TWO (2) MONTHS AFTER BEING PLACED IN THAT CLASSIFICATION AND AT LEAST EVERY THIRTY (30) DAYS THEREAFTER.	N/A	E
	Normally administrative segregation should be only a short-term classification. Review of the status of inmates so classified should be frequent and thorough. Complete records of such review should be maintained, including detailed justification for any reclassification or non-reclassification.		
RD-8	WRITTEN POLICIES AND PROCEDURES PROVIDE THAT STAFF MEMBERS BE AVAILABLE TO COUNSEL INMATES ON EITHER A ROUTINE OR EMERGENCY BASIS.	R	E
	All inmates experience at least some difficulty adjusting to jail life. Most have other personal problems of varying natures and degrees of severity. In the interest of effective inmate management as well as humane treatment the jail staff should give these inmates all the help and counsel they can.		
RD-9	THERE IS ESTABLISHED IN WRITING AN INMATE GRIEVANCE PROCEDURE AND INMATES ARE INFORMED OF ITS PROVISIONS ON INTAKE.	R	E

It is obvious that inmates are deprived of some of their rights when they become inmates. It is not so obvious that they retain some others. There must be an effective grievance system to protect these remaining rights and the inmates must not be hampered in their use of the system.

RD-10 THERE ARE WRITTEN PROCEDURES, WHICH ARE PERMANENTLY POSTED IN THE INMATE COMMON AREA, TO INSURE THAT NO INMATE'S RIGHT TO COMMUNICATE WITH HIS CLERGYMAN, HIS ATTORNEY, OR THE COURTS IS INFRINGED UPON.

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Though general visitation may be sharply restricted or even denied, reasonable access to clergyman, attorney or court may not be prohibited.

RD-11 WRITTEN POLICIES AND PROCEDURES PROVIDE FOR INMATE TO RECEIVE SPECIAL VISITS OR CONTACT VISITS AT THE DISCRETION OF THE CHIEF JAIL ADMINISTRATOR.

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Such visits may be allowed as a matter of privilege, not of right. As such, they should be allowed only in special circumstances and should not be allowed to become routine. It is the chief jail administrator's proper prerogative to determine when such privilege should be allowed an inmate.

RD-12 WRITTEN POLICIES AND PROCEDURES ARE IN EFFECT TO PROTECT INMATES FROM PERSONAL ABUSE AND CORPORAL PUNISHMENT.

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Any type of abuse of inmates should be strictly prohibited. The prohibition itself should be strictly enforced as well as made a matter of record for the protection of staff and inmates.

RD-13 WRITTEN POLICIES AND PROCEDURES ARE IN EFFECT TO PREVENT ANY DISCRIMINATION AGAINST ANY INMATE ON THE BASIS OF SEX, RACE, RELIGION, NATIONALITY OR POLITICAL BELIEFS. MALE AND FEMALE INMATES HAVE EQUAL ACCESS TO INMATE PROGRAMS AND SERVICES.

Inmate classification must have nothing to do with these matters. They are constitutional rights which cannot be tampered with and which must be respected equally for male and female inmates.

RD-14 WRITTEN POLICIES AND PROCEDURES PROVIDE SPECIFIC RULES GOVERNING THE SUPERVISION OF INMATES BY JAIL STAFF MEMBERS OF THE OPPOSITE SEX.

These procedures must be carefully formulated and scrupulously observed. This is important not only in respect of the legitimate privacy needs of the inmates, but also as a practical defense against possible lawsuit against jail administration.

RD-15 THE JAIL ADMINISTRATION PROVIDES APPROPRIATE ASSISTANCE TO INMATES WHO HAVE DIFFICULTY UNDERSTANDING THE RULES AND REGULATIONS DUE TO LANGUAGE AND LITERACY PROBLEMS.

It would not be fair to hold an inmate responsible for written rules if he could not read nor to demand obedience to an instruction given in English when an inmate understands only Spanish or Indian dialect.

RD-16 PERSONAL TOILET ARTICLES ARE AVAILABLE TO ALL INMATES. THESE ARTICLES ARE SELECTED WITH JAIL SECURITY IN MIND. NO GLASS BOTTLES OR PRODUCTS WITH SUBSTANTIAL ALCOHOL CONTENT OR ALCOHOL SPRAYS ARE ALLOWED.

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	Individual personal hygiene must be encouraged for the benefit of all, individually and as a group. Inmates as well as jail must be kept clean.		
RD-17	PROVISION IS MADE FOR COMMISSARY PURCHASES BY INMATES.	N/A	E
	Whether by operation of a commissary within the jail by the jail administration or by purchase from outside vendors by jail staff for the inmates, the inmates should be allowed access to stationary, toilet articles, tobacco, candy, etc.		
RD-18	WRITTEN POLICIES AND PROCEDURES PROVIDE FOR PREHEARING DETENTION OF INMATES CHARGED WITH VIOLATIONS OF JAIL RULES.	N/A	E
	Such detention is not punitive; it should be used only when necessary to the safety of the inmate or the security of the jail. It should be documented in the records of the jail and should continue no longer than necessary.		
RD-19	THE INMATE RULES AND REGULATIONS CLEARLY DISTINGUISH BETWEEN MAJOR AND MINOR VIOLATIONS AND CLEARLY STATE THE PENALTIES FOR EACH. "DUE PROCESS" IS ALLOWED FOR THE HANDLING OF MAJOR VIOLATIONS AND CLEARLY DEFINED, IN DETAIL, IN WRITING. INMATES' CONSTITUTIONAL RIGHTS ARE ADEQUATELY SAFEGUARDED IN THE PROCESS.	N/A	E
	The distinctions and the penalties must be reasonable. The penalties must be commensurate with the gravity of the offense. The "due process", while not as extensive or as stringent as due process in a court of law, must nonetheless afford inmates accused or suspected of major violations ample protection of their basic rights.		

RD-20 WRITTEN POLICIES AND PROCEDURES REQUIRE A STAFF MEMBER TO MAKE A REPORT IN WRITING TO THE CHIEF JAIL ADMINISTRATOR OF EVERY INSTANCE OF MAJOR VIOLATION OF THE JAIL RULES OR OF A MINOR VIOLATION REQUIRING MORE THAN VERBAL REPRIMAND BY JAIL STAFF.

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Rule violations cannot be ignored. They must be dealt with, and the dealing must be impartial, thorough and a matter of record.

RD-21 WRITTEN POLICIES AND PROCEDURES REQUIRE THAT AN INVESTIGATION INTO THE VIOLATION BE BEGUN WITHIN 24 HOURS OF THE REPORT OF THE VIOLATION AND THAT THE VIOLATION BE PROCESSED WITHIN 5 WORKING DAYS, UNLESS THE VIOLATION IS OF A CONTINUING NATURE (E.G., ESCAPE)

N/A E

- All violations must be dealt with justly, and the justice must be swift.

RD-22 WRITTEN POLICIES AND PROCEDURES REQUIRE THAT INMATES CHARGED WITH MAJOR VIOLATIONS BE PRESENT AT FORMAL DISCIPLINARY HEARINGS CONDUCTED BY AN IMPARTIAL JAIL OFFICER OR PANEL OF OFFICERS APPOINTED BY THE CHIEF JAIL ADMINISTRATOR. THE ACCUSED INMATE IS ALLOWED TO CALL WITNESSES AND TO PRESENT EVIDENCE ON HIS OWN BEHALF, SO LONG AS SUCH CALLING OF WITNESSES DOES NOT JEOPARDIZE SECURITY. HE IS ALLOWED TO APPEAL THE DECISION OF THE HEARING OFFICER(S) TO THE CHIEF JAIL ADMINISTRATOR.

N/A E

It is important that major violations be investigated and appropriately disposed of by fair and impartial authorities. The disposition must include giving the alleged violator a chance to speak for himself.

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RD-23	<p>WRITTEN POLICIES AND PROCEDURES PROVIDE FOR REPRESENTATION OF AN INMATE ACCUSED OF A MAJOR VIOLATION AT A DISCIPLINARY HEARING BY A MEMBER OF THE JAIL STAFF IF THE ISSUE IS COMPLEX OR IF THE INMATE IS INCOMPETENT TO DEFEND HIMSELF.</p> <p>Some inmates, because of a language problem, sub-normal intelligence, or mental problem, may require special assistance in the form of substitute counsel.</p>	N/A	E
RD-24	<p>WRITTEN POLICIES AND PROCEDURES PROVIDE FOR THE REMOVAL OF THE DISCIPLINARY REPORT AND ALL SUCH REFERENCE FROM ALL FILES ON ANY INMATES FOUND NOT GUILTY OF AN ALLEGED VIOLATION.</p> <p>An innocent inmate can never be considered completely exonerated of a charge of a violation unless <u>all</u> references to it are removed from his record.</p>	N/A	E
RD-25	<p>WRITTEN POLICIES AND PROCEDURES GOVERN SEARCH AND INVESTIGATION, OBTAINING AND PRESERVING OF EVIDENCE AND ASSISTANCE OR PARTICIPATION IN POSSIBLE PROSECUTION WHEN AN INMATE IS SUSPECTED OF HAVING COMMITTED A CRIME.</p> <p>Inmates already incarcerated are in no way immune from further criminal proceedings based on further criminal activity or suspicion of such. The jail administration must afford all proper assistance to investigators and prosecutors and at the same time must insure that inmate's rights are not violated.</p>	R	E
RD-26	<p>WRITTEN POLICY AND PROCEDURE PROVIDE THAT, WHERE AN INMATE ALLEGEDLY COMMITS AN ACT COVERED BY STATUTORY LAW, THE CASE IS REFERRED FOR CONSIDERATION FOR CRIMINAL PROSECUTION.</p>	E	E

RD-27

WRITTEN POLICY AND PROCEDURES GRANT INMATES THE
RIGHT TO APPEAL DECISIONS OF THE HEARING
OFFICER(S) TO THE ADMINISTRATOR OR DESIGNATE
WITHIN 10 DAYS OF THE DECISION.

N/A

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LEGAL SERVICES

LS-1 THERE IS A WRITTEN SET OF POLICIES AND PROCEDURES REGARDING INMATE LEGAL SERVICES (INCLUDING ATTORNEY VISITS), THE EXTENT TO WHICH INMATES MAY ASSIST ONE ANOTHER IN LEGAL MATTERS AND THE NATURE AND EXTENT OF LITERARY OR LEGAL REFERENCE SERVICES AVAILABLE TO THE INMATES. AVAILABILITY AND EXTENT OF THESE SERVICES IS MADE KNOWN TO THE INMATES.

N/A E

The inmates need to know exactly where they stand, legally, particularly with regard to getting all legal assistance to which they may be entitled.

LS-2 THESE POLICIES AND PROCEDURES PROVIDE THE INMATES AT LEAST THE MINIMUM ACCESS TO THE COURTS AND THE MINIMUM LEGAL SERVICES GUARANTEED TO THEM BY THE CONSTITUTION AND BY LAW.

N/A E

Whether they choose to retain a licensed attorney, to do their own legal work or to rely wholly or in part on the work of "jailhouse" lawyers, the inmates' rights to legal assistance must be fully protected. The jail's policies and procedures should take full account of all avenues of legal assistance available to the inmates and should provide practical and complete guidelines to their use.

LS-3 INMATES ARE ALLOWED/REQUIRED TO CONDUCT THEIR LEGAL AFFAIRS WITHIN THE JAIL IN ACCORDANCE WITH THESE POLICIES AND PROCEDURES.

N/A E

Both inmates and jail staff must be fully aware of the

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	limits imposed by those policies and procedures. Inmates must not be allowed to exceed them, and staff must not be allowed to further restrict them.		
LS-4	ALL INMATES HAVE ACCESS TO THE COUNTY PUBLIC DEFENDER, AMERICAN CIVIL LIBERTIES UNION, LEGAL AID SOCIETY OR SIMILAR OFFICIALS OR ORGANIZATIONS.	N/A	E
	Inmates' access to legal assistance cannot be restricted to private or independent representatives or to attorneys whose fees the inmates can pay out of their own pockets. Civil rights organizations and public or quasi-official legal aid groups must also be allowed access to the inmates.		
LS-5	IF REQUESTED BY THE INMATE, AND NOT AVAILABLE FROM THE JAIL'S LIBRARY, THE INMATE CAN GAIN ACCESS TO LEGAL REFERENCE MATERIALS THROUGH THE COUNTY COURTHOUSE LIBRARY, ON TERMS ESTABLISHED BY THE LIBRARY.	N/A	E
	The inmate has a constitutional right to legal counsel or to legal reference materials. The intent of this standard is to insure that the inmate has available to him, without undue delay, an adequate source of basic legal references.		
LS-6	WRITTEN POLICIES AND PROCEDURES PROVIDE THE INMATE WITH ACCESS TO THE COURTS.	R	E
	It is not only indirect assistance through an attorney, individual representatives or organizations that must be provided for. The inmate must have direct access to the courts, if he desires. He must know that various individual and group assistance is available to him, but that he can, if he chooses, conduct his own business with the courts.		

LS-7 WRITTEN POLICIES AND PROCEDURES PROVIDE A MEANS FOR INMATES TO MAKE AND MAINTAIN CONFIDENTIAL CONTACT WITH THEIR ATTORNEYS AND THEIR AUTHORIZED REPRESENTATIVES. THE PRIVACY OF THE ATTORNEY-CLIENT RELATIONSHIP IS RESPECTED WITH REGARD TO ALL VISITS, CORRESPONDENCE AND TELEPHONE CONVERSATIONS BETWEEN INMATES AND THEIR ATTORNEYS OR ATTORNEY-AUTHORIZED REPRESENTATIVES.

One of the most necessary and important rights of the inmate is the right to hold confidential conversations with his legal representative. This is so fundamental a basis of our legal system that it cannot be interfered with unless there is clear and convincing evidence that security is jeopardized.

LS-8 ATTORNEYS ARE ALLOWED THIS WIDEST POSSIBLE VISITATION RIGHTS. HOWEVER, THE JAIL ADMINISTRATION MAY REGULATE ATTORNEY VISITS CONSISTENT WITH THE VALID SECURITY AND HOUSEKEEPING NEEDS OF THE JAIL.

The attorney is entitled to extended visiting rights, but such rights are not unlimited. Consistent with efficient and secure operation of the jail, the jail administration may search the attorney or his briefcase or otherwise regulate his visit, if contact visiting is permitted, and if there is reasonable cause to suspect the attorney of carrying contraband.

LS-9 WRITTEN POLICIES AND PROCEDURES ALLOW THE JAIL STAFF TO OPEN ATTORNEY MAIL IN THE PRESENCE OF THE INMATE ADDRESSEE TO INSPECT IT FOR CONTRABAND. BOTH ATTORNEY AND INMATE ARE NOTIFIED OF THIS REGULATION.

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E	N/A
E	N/A

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	<p>The purpose of this procedure is to facilitate search for contraband only. It in no way abridges the right of confidentiality of the attorney-client relationship. Jail staff <u>may</u> inspect mail from attorney or public officials for contraband; they <u>may not</u> read the mail.</p>		
LS-10	<p>WRITTEN POLICIES AND PROCEDURES PROVIDE FOR INMATES' ACCESS TO WRITING MATERIALS. THEY MAY NEED TO PRESENT OR CONTINUE THEIR CASE BEFORE THE COURTS.</p> <p>It would mean little to provide inmates theoretical unrestricted access to the courts if they were not also allowed the practical means to implement that access.</p>	N/A	E
LS-11	<p>THE JAIL HAS A PRE-TRIAL RELEASE PROGRAM WHICH ALLOWS INMATE RELEASE ON "OWN RECOGNIZANCE." THE PROGRAM IS OPERATED IN STRICT COMPLIANCE WITH GUIDELINES PROVIDED BY THE RESPONSIBLE JUDGE, •JUSTICE, OR OTHER COMPETENT AUTHORITY.</p> <p>The jail must work closely with the courts to insure that its pre-trial program works the way the court intended it to when it was initiated. This includes an obligation on the part of the jail administration to keep the court informed of staff, space or other jail resource limitations which might interfere with the jail's ability to continue in full compliance with the program.</p>	R	E
LS-12	<p>RELEASE ON BAIL IS HANDLED IN STRICT ACCORDANCE WITH STATUTORY AND JUDICIAL REQUIREMENTS.</p> <p>The courts set sentences and the state code provides for a bail system. The jail administration has some discretion regarding how it handles release on bail, but must remain with the guidelines provided by the legislature and the courts.</p>	E	E

MEDICAL AND HEALTH SERVICES

MH-1 WRITTEN POLICIES AND PROCEDURES GOVERN THE HEALTH AND MEDICAL CARE PROVIDED THE JAIL'S INMATES.

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Regardless of the size of the medical staff or quantity, type or complexity of medical and health care services provided by the jail, they must be a matter of record, clearly-defined and precisely limited.

MH-2 INMATE HEALTH AND MEDICAL CARE IS IN COMPLIANCE WITH THESE POLICIES AND PROCEDURES.

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Health and medical care, especially that rendered by non-health professionals, is an area fraught with the danger of suits for liability. It is absolutely essential that clear, reliable guidelines be established for the jail staff and that the staff members follow them precisely.

MS-3 WHETHER BY LICENSED PHYSICIAN, REGISTERED NURSE, CERTIFIED EMERGENCY MEDICAL TECHNICIAN OR ANY OTHER PERSON OR AGENCY, THE JAIL ADMINISTRATION PROVIDES ADEQUATE HEALTH AND MEDICAL CARE TO THE JAIL'S INMATES.

N/A E

Inmates are entitled to adequate medical and health care, but do not have a claim on elective or non-essential services.

MS-4 WRITTEN POLICIES AND PROCEDURES PROVIDE FOR A 24 HOUR-A-DAY EMERGENCY MEDICAL AND DENTAL CARE FOR THE JAIL'S INMATES.

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	<p>Emergency care must be quickly and efficiently available, whether by bringing medical or dental practitioners to the inmate at the jail or by taking the inmate to the doctor, dentist, clinic or hospital, etc. Emergency medical and dental procedures must also provide for necessary security measures incidental to the emergency care.</p>		
MS-5	<p>THERE IS ALWAYS AVAILABLE ON THE PREMISES OR ON IMMEDIATE CALL FROM OFF-PREMISES AT LEAST ONE STATE CERTIFIED EMERGENCY MEDICAL TECHNICIAN.</p> <p>As a practical matter, every community in the state which supports a jail or lock-up does have access to a certified E.M.T. If the jail staff does not include one, one should be able to be summoned from a fire department, state highway patrol, local police department or emergency ambulance service.</p>	R	E
MS-6	<p>NON-JAIL STAFF MEDICAL AND HEALTH CARE PERSONNEL ARE REQUIRED TO MEET ALL THE JAIL'S SECURITY REQUIREMENTS THE SAME AS ARE ALL JAIL STAFF MEMBERS.</p> <p>Whether emergency or routine, medical and health care cannot be allowed to diminish or in any way adversely affect the security of the jail.</p>	N/A	E
MS-7	<p>WRITTEN POLICIES AND PROCEDURES INCLUDE PROVISIONS BY THE JAIL ADMINISTRATION (IN CONSULTATION WITH A MEDICAL DOCTOR) OF STANDARD OPERATION PROCEDURES FOR ALL OF THE FOLLOWING:</p> <ul style="list-style-type: none"> o INITIAL BOOKING MEDICAL SCREENING o HEALTH APPRAISAL DATA COLLECTION o NON-EMERGENCY MEDICAL SERVICES 	N/A	E

- o EMERGENCY MEDICAL AND DENTAL SERVICES
- o DETERMINING THE EMERGENCY NATURE OF AN ILLNESS OR INJURY
- o RENDERING FIRST AID
- o NOTIFICATION OF THE NEXT-OF-KIN IN THE EVENT OF SERIOUS INJURY, ILLNESS OR DEATH
- o PROVIDING CHRONIC CARE
- o PROVIDING CONVALESCENT CARE
- o PROVIDING CLOSE OR SPECIAL CARE
- o PROVIDING MEDICAL PREVENTIVE MAINTENANCE
- o SCREENING, REFERRAL AND CARE OF MENTALLY ILL OR RETARDED INMATES
- o DELOUSING PROCEDURES
- o PHARMACEUTICALS AND MEDICATIONS.

All staff members should be thoroughly cognizant of these procedures and trained to competently assist medical personnel in carrying them out. If necessary, they must be able to initiate them in the absence of medical personnel.

MS-8

WRITTEN POLICIES AND PROCEDURES REQUIRE THAT ANYONE INJURED ON THE JAIL PREMISES RECEIVE AN IMMEDIATE EXAMINATION, AND TREATMENT IF NECESSARY, BY COMPETENT MEDICAL PERSONNEL.

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No injury or possible injury can safely be ignored. Even if there is not apparent damage or immediate pain, an examination should be conducted to be certain.

		72 HR. LOCK-UP	LONG TERM JAIL
MS-9	THIS EXAMINATION REQUIREMENT IS ADHERED TO STRICTLY AND A COMPLETE REPORT OF THE INJURY OR POSSIBLE INJURY, EXAMINATION AND TREATMENT IS FILED IN THE JAIL'S RECORDS ANY TIME SUCH AN INJURY OR POSSIBLE INJURY OCCURS.	E	E

This documentation is important as a protection against the possibility of future liability lawsuit.

MS-10	INMATE INTAKE OR BOOKING PROCEDURES INCLUDE A SCREENING FOR INJURY OR CONTAGIOUS DISEASE AND TREATMENT OR ISOLATION FROM THE GENERAL INMATE POPULATION IS NECESSARY.	E	E
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Both for the benefit of the inmates and as a preventive or defensive measure against possible liability, it is extremely important that this screening be carried out promptly and thoroughly documented.

MS-11	THE JAIL ACCEPTS NO UNCONSCIOUS OR OBVIOUSLY SERIOUSLY INJURED OR OBVIOUSLY EMOTIONALLY DISTURBED PERSONS FOR INCARCERATION. SUCH PERSONS MUST FIRST BE TAKEN TO A HOSPITAL OR DOCTOR FOR APPROPRIATE DIAGNOSIS AND TREATMENT. ALL NEW INMATES HAVING INJURIES OR CONTAGIOUS DISEASES ARE GIVEN APPROPRIATE TREATMENT (AND THEIR RECORDS ARE SO ANNOTATED) BEFORE BEING ASSIGNED TO CELLS.	E	E
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A screening examination is of little value if not followed up by appropriate treatment. Both the examination and treatment should be documented as a basis for continuing observation and treatment as well as to substantiate medical treatment rendered should related claims or charges arise in the future.

		72 HR. LOCK-UP	LONG TERM JAIL
MS-12	<p>A THOROUGH AND MORE COMPREHENSIVE HEALTH EVALUATION IS MADE OF ANY INMATE WITH A PHYSICAL COMPLAINT WITHIN 10 DAYS OF HIS BEING BOOKED INTO THE JAIL. ANY TREATMENT OR MEDICAL PROCEDURE DEEMED NECESSARY BY RESPONSIBLE MEDICAL PERSONNEL IS THEN INITIATED.</p> <p>This evaluation must also be thoroughly documented, for the same reason a record of the initial intake screening and treatment was required.</p>	N/A	E
MS-13	<p>WRITTEN POLICIES AND PROCEDURES PROVIDE FOR A WEEKLY SICK CALL.</p> <p>Sick call need not be elaborately formal or ritualized. But provisions should be made to allow the inmates access every day to <u>at least</u> minimal examination.</p>	N/A	E
MS-14	<p>INMATES NOT REQUIRING HOSPITALIZATION, BUT HAVING CONTAGIOUS DISEASES, ARE ISOLATED FROM OTHER INMATES.</p> <p>If the jail has no infirmary, such inmates are isolated within the jail's cell blocks to the extent existing structure permits.</p>	E	E
MS-15	<p>IF THE JAIL HAS ITS OWN INFIRMARY, IT IS MAINTAINED, INSPECTED AND CERTIFIED TO THE STANDARDS REQUIRED OF OTHER PRIVATE OR INSTITUTIONAL INFIRMARIES BY THE REGIONAL OR COUNTY BOARD OF HEALTH OR HEALTH DEPARTMENT.</p> <p>It is certainly desirable to have an infirmary on the jail premises. But if one is to be operated, it must, for the benefit of staff and administration as well as inmates,</p>	N/A	E

		72 HR. LOCK-UP	LONG TERM JAIL
	meet the same standards as infirmaries serving the general populace.		
MS-16	JAIL STAFF MEMBERS ADMINISTER PRESCRIPTION MEDICATION TO INMATES ONLY UNDER THE SUPERVISION OF AND AFTER TRAINING BY A LICENSED PHYSICIAN, SURGEON OR DENTIST. Ignoring or violating this requirement is a quick way to serious trouble. Only a licensed doctor is competent to prescribe initially, and follow-up medications should be done only under his supervision.	N/A	E
MS-17	WRITTEN POLICIES AND PROCEDURES PROVIDE FOR OBTAINING "INFORMED CONSENT" FROM AN INMATE, WHENEVER POSSIBLE, BEFORE HE IS ADMITTED TO SURGERY OR A MAJOR COURSE OF TREATMENT OF MEDICATION. "Informed consent," attested to by the inmate's signature, could save the jail administration much grief in the event of possible civil liability lawsuit.	N/A	E
MS-18	THERE IS ESTABLISHED, IN ACCORDANCE WITH APPLICABLE STATUTORY REQUIREMENTS, A PROGRAM OF STRICT CONTROL TO INSURE ACCOUNTABILITY OF ALL PRESCRIPTIONS MEDICATION OR NARCOTICS PRESENT WITHIN THE JAIL AT ANY TIME. Drug abuse is one of the most serious problems within the inmate population. The greatest care must be taken not to aggravate this problem through negligence in handling legitimate drugs, legitimately introduced into the jail for legitimate purposes.	N/A	E
MS-19	A FIRST AID KIT IS AVAILABLE IN THE JAIL. CONSENT,	R	E

NUMBER, EXACT LOCATION AND PERIODIC INVENTORY AND INSPECTION OF THE KIT(S) ARE UNDER THE SUPERVISION OF QUALIFIED MEDICAL PERSONNEL.

Maintenance of adequate first aid kits is of particular importance in jails in those remote communities where doctors are not immediately available.

MS-20 ALL JAIL STAFF MEMBERS ARE TRAINED TO RECOGNIZE SYMPTOMS OF MENTAL ILLNESS OR RETARDATION.

E E

Staff members should observe all inmates and should bring to the attention of appropriate medical personnel any inmate who displays such symptoms.

MS-21 INMATES WHO ARE OBVIOUSLY MENTALLY RETARDED OR WHO SUFFER SEVERE EMOTIONAL DISTURBANCES ARE REMOVED FROM THE GENERAL INMATE POPULATION AND REFERRED TO APPROPRIATE QUALIFIED PSYCHOLOGIST OR PSYCHIATRIC PERSONNEL.

E E

In most cases, such a procedure involves transferring the inmate out of the jail's jurisdiction into the care of the state hospital. Care must be taken to comply fully with all administrative requirements if such transfer is indicated.

MS-22 DETOXIFICATION FROM ALCOHOL, BARBITUATES, OPIATES AND SIMILAR DRUGS IS ACCOMPLISHED AT THE JAIL WHEN THERE IS NO COMMUNITY HEALTH FACILITY AVAILABLE TO DO SO.

N/A E

This is an unpleasant duty which most jails cannot avoid. It should be carried out under appropriate medical supervision.

		72 HR. LOCK-UP	LONG TERM JAIL
MS-23	WRITTEN POLICIES AND PROCEDURES PROVIDE FOR IMMEDIATE NOTIFICATION OF THE NEXT OF KIN IN THE EVENT OF SERIOUS ILLNESS OR INJURY, NECESSITY FOR MAJOR SURGERY, OR DEATH OF AN INMATE.	E	E
	In cases of death, or the possibility of death, timely notice can help the inmate's family to adjust to the situation and can save the jail staff some administrative problems.		
MS-24	A DETAILED MEDICAL RECORD IS MAINTAINED ON ALL INMATES AS LONG AS THEY ARE INCARCERATED IN THE JAIL.	R	E
	The medical record of each inmate should show his complete medical history from booking through his entire term to release. It should include all screenings, complaints, diagnoses, treatments, prescriptions, administrations of medications, etc., with exact notations of their dates and times.		
MS-25	WRITTEN POLICIES AND PROCEDURES PROVIDE FOR MAINTAINING INMATE MEDICAL RECORDS CONFIDENTIAL AND SEPARATE FROM THEIR OTHER RECORDS.	E	E
	Like everyone else's the jail inmate's medical records are private between him and his doctor or medical practitioner. This privilege relationship should be maintained insofar as possible.		
MS-26	WRITTEN POLICIES AND PROCEDURES PROHIBIT INMATE PARTICIPATION IN MEDICAL OR PHARMACEUTICAL TESTING FOR EXPERIMENTAL OR RESEARCH PURPOSES.	N/A	E
	Such participation could not be absolutely assured to be		

completely voluntary on the part of the inmates, nor could the jail administration be absolutely certain they could totally discharge their responsibilities to the inmates as to their health and well-being. So such participation must be denied.

MS-27 WRITTEN POLICIES AND PROCEDURES PROVIDE STRICT GUIDELINES GOVERNING VOLUNTARY INMATES PARTICIPATION IN NON-MEDICAL AND/OR NON-PHARMACEUTICAL TESTING OR EXPERIMENTATION.

N/A

E

Such participation should be allowed only after the jail administration have satisfied themselves that the tests or experiments involved will have no adverse effect on the inmates participating.

MS-28 WRITTEN POLICY AND PROCEDURES PROVIDE THAT THE RESPONSIBLE PHYSICIAN AND DESIGNEE HAVE ACCESS TO INFORMATION CONTAINED IN THE INMATE'S CONFINEMENT RECORD WHEN THE PHYSICIAN BELIEVES THAT INFORMATION CONTAINED THEREIN IS RELEVANT TO THE INMATE'S HEALTH.

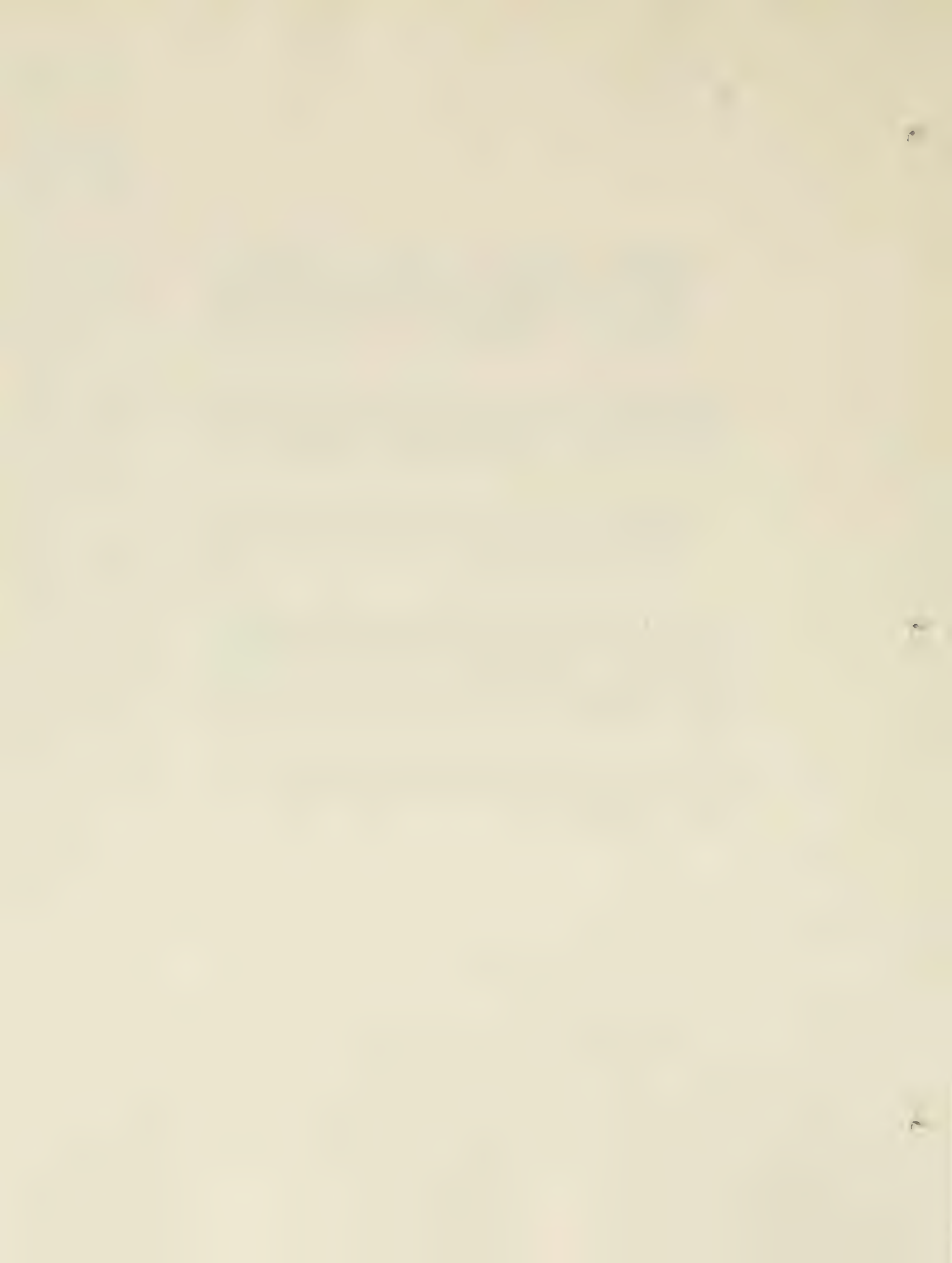
N/A

E

MS-29 WRITTEN POLICY SPECIFIES THE PROCEDURES TO BE FOLLOWED, CONSISTENT WITH APPLICABLE LAWS, IN THE EVENT OF INMATE DEATH.

E

E



FOOD SERVICE

FS-1 THERE ARE WRITTEN POLICIES AND PROCEDURES GOVERNING THE QUALITY, QUANTITY, PREPARATION AND SERVICE OF MEALS TO THE JAIL'S INMATES.

R E

Established procedures must provide the inmates nourishing, palatable meals in quantities and at times customarily acceptable to society in general.

FS-2 FOOD SERVICE IS, IN FACT, PROVIDED TO THE JAIL'S INMATES IN ACCORDANCE WITH THESE POLICIES AND PROCEDURES.

R E

Once acceptable procedures have been determined, they must be adhered to. The inmates as well as the staff need to know what to expect. This is particularly important in the area of food service, which is critical to inmate morale.

FS-3 UNDER THESE POLICIES AND PROCEDURES INMATES RECEIVE AT LEAST THE MINIMUM RECOMMENDED DIETARY ALLOWANCES OF VITAMINS, MINERALS, PROTEINS AND CALORIC INTAKE SPECIFIED BY THE NATIONAL ACADEMY OF SCIENCES.

R E

The RDA is a generally recognized effective guide to nutrition. If the jail administrator and his food service officer follow this guide, they can be confident they are meeting the inmates' nutrition needs.

FS-4 WRITTEN POLICY AND PROCEDURES PROVIDE FOR NO MORE THAN 16 HOURS BETWEEN THE EVENING MEAL AND BREAKFAST, AND A MINIMUM OF 2 HOT MEALS EVERY 24

R E

		72 HR. LOCK-UP	LONG TERM JAIL
	HOURS.		
FS-5	WRITTEN POLICY AND PROCEDURE PROVIDE THAT ONLY CAREFULLY SCREENED INMATES ARE ASSIGNED FOOD SERVICE WORK.	R	E
FS-6	THE JAIL'S FOOD SERVICE IS SUPERVISED BY A STAFF MEMBER WHO IS FORMALLY ASSIGNED TO THAT JOB AND HAS RECEIVED AT LEAST SOME BASIC TRAINING IN NUTRITION AND FOOD SERVICES. This should probably be a full-time job in a jail with an average inmate population of 30 or more. In a smaller jail it would almost have to be a part-time assignment. The necessary nutrition and food service training might be had from formal schooling or it might come by special arrangement through professional food service managers at a school, hospital or other such institution or through a county board of health or a university extension agent.	N/A	E
FS-7	WRITTEN POLICIES AND PROCEDURES REQUIRE THAT ALL MEALS BE SERVED UNDER THE DIRECT SUPERVISION OF A JAIL STAFF MEMBER. This provision should reduce favoritism, careless serving and waste.	E	E
FS-8	WRITTEN POLICIES AND PROCEDURES REQUIRE ADVANCE MENU PREPARATION, WITH ATTENTION PAID TO FLAVOR, TEXTURE, TEMPERATURE, APPEARANCE AND PALATABILITY. Diet and nutrition are too important to be treated haphazardly. Menus must be planned sufficiently far in advance to insure not only nutritional adequacy but also	N/A	E

		72 HR. LOCK-UP	LONG TERM JAIL
	palatability.		
FS-9	ALL MEALS SERVED IN THE JAIL, WHETHER PREPARED ON THE PREMISES OR BROUGHT TO THE JAIL FROM OUTSIDE SOURCES, ARE PREPARED UNDER THE SAME STANDARDS THE COUNTY ENFORCES FOR LICENSE RESTAURANTS OR CATERING SERVICES.	E	E
	The jail administration might achieve significant economy and efficiency by contracting to obtain meals for the jail's inmates from a local hospital, school, government or quasi-governmental agency or a commercial restaurant or caterer. However, wherever prepared, the nutrition and sanitation of the meals must be assured.		
FS-10	THE JAIL MAINTAINS SANITARY, TEMPERATURE-CONTROLLED FACILITIES FOR FOOD STORAGE.	N/A	E
	Storage of cooked foods should be kept to a minimum. All food items, cooked or uncooked, should be kept under carefully controlled storage conditions which prevent spoilage. Food should be used as soon after preparation as practicable.		
FS-11	SPECIAL DIET ITEMS ARE PREPARED OR PROCURED AS APPROPRIATELY PRESCRIBED BY MEDICAL PERSONNEL.	N/A	E
	There is not much leeway allowed the food service officer when dealing with medical diets. If the doctor prescribes a special food item for an inmate, the jail must provide it.		
FS-12	INMATE SPECIAL RELIGIOUS DIET REQUIREMENTS ARE HONORED IF SUCH DOES NOT IMPOSE AN UNDUE BURDEN UPON THE JAIL OR ITS ADMINISTRATION.	N/A	E

The food services officer is allowed much more discretion with regard to special religious diets. These are much more a matter of preference and less pressing than medical diets. However, to the extent reasonably practicable within available budgetary limits, he should make provisions for special religious diets - if not for the sake of the religious considerations involved, for the sake of inmate morale and reduced risk of having to appear in court to answer to charges of discrimination.

FS-13 ANY TIME AN INMATE'S REQUEST FOR SPECIAL RELIGIOUS DIET IS REFUSED, SUCH REFUSAL IS MADE A MATTER OF RECORD.

N/A E

Because the courts have held that religious diet requests should be honored, the jail administration should document such refusal - with reason therefor - in the event of litigation.

FS-14 WRITTEN POLICIES AND PROCEDURES REQUIRE THAT ACCURATE RECORDS BE MAINTAINED OF ALL MEALS SERVED IN THE JAIL.

R E

These records should include number, type and cost of all meals served to inmates, staff and visitors. Menu, costs and waste information can provide valuable input for dietary planning, fiscal accounting and budget planning.

FS-15 WRITTEN POLICY AND PROCEDURES ALLOW THAT IF JAIL STAFF IS EAT AT THE JAIL, THEY BE SERVED THE SAME MEALS SERVED TO THE INMATES.

R E

This requirement tends to insure the variety, palatability and nutritional value of the inmates' meals.

		72 HR. LOCK-UP	LONG TERM JAIL
FS-16	<p>FOOD SERVICE PROCUREMENT, INVENTORY AND ACCOUNTING PROCEDURES AND DOCUMENTATION INSURE THAT ECONOMICAL PURCHASING PRACTICES ARE FOLLOWED, REALISTIC AND ECONOMICAL INVENTORIES ARE MAINTAINED, WASTE AND SPOILAGE ARE MINIMIZED, AND EFFECTIVE BUDGETING IS REALIZED.</p> <p>Whether buying ready-made meals for a very small inmate population or starting from scratch to prepare on-premises meals for several hundred inmates, with careful budgeting and accounting it is possible to reduce waste to near zero and insure that every food dollar spent buys good value.</p>	N/A	E
FS-17	<p>THERE IS A SYSTEM OF CONTROLS ESTABLISHED TO PREVENT PILFERAGE AND MAINTAIN ACCOUNTABILITY OF SUCH ITEMS AS KNIVES, SILVERWARE, SUGAR, YEAST, ARTIFICIAL FLAVORING AND SIMILAR TOOLS OR SUBSTANCES WHICH MIGHT BE MADE INTO WEAPONS OR INTOXICANTS.</p> <p>No inmate should ever be allowed unsupervised access to any of these items.</p>	N/A	E
FS-18	INMATES ASSIGNED TO FOOD SERVICE WORK ARE CAREFULLY SCREENED AND ARE IN GOOD HEALTH AND FREE FROM COMMUNICABLE DISEASE AND OPEN, INFECTED WOUNDS.	N/A	E
FS-19	WRITTEN POLICY PRECLUDES THE USE OF FOOD AS A REWARD OR DISCIPLINARY MEASURE.	N/A	E

SANITATION AND ENVIRONMENTAL CONDITIONS

SE-1 THERE ARE WRITTEN POLICIES AND PROCEDURES GOVERNING THE SANITATION AND ENVIRONMENTAL CONDITIONS WITHIN THE JAIL.

E E

The sanitation and environment conditions within the jail are critical factors in the health and morale of the inmates. Clean, healthful surroundings go a long way toward making safe, comfortable working conditions for the jail staff also.

SE-2 THESE POLICIES AND PROCEDURES ARE OBSERVED AND COMPLIED WITH.

E E

All concerned must know and follow procedures that will keep the jail clean and healthful.

SE-3 THE JAIL IS THOROUGHLY INSPECTED AT LEAST SEMI-ANNUALLY BY THE COUNTY HEALTH OFFICIAL OR HIS DESIGNEE AND IS CERTIFIED BY HIM TO BE VERMIN-FREE, CLEAN AND OTHERWISE SAFE AND HEALTHFUL FOR ITS INMATES.

E E

It is important that a thorough inspection be conducted by a health professional not directly associated with the jail staff. It is equally important that the jail administration follow up on any suggestions or recommendations made by the inspector and that they document his inspection by keeping his certification of their jail on file.

SE-4 THE ENTIRE JAIL, INCLUDING THE INMATES' LIVING AREA, IS SWEEPED AND MOPPED AT LEAST DAILY.

E E

		72 HR. LOCK-UP	LONG TERM JAIL
	<p>Even though the inmates may grumble about having to do menial "housework" to keep their own living quarters clean - let alone offices and other working areas - they will benefit from clean surroundings. The exercise involved in sweeping and mopping will be good for them.</p>		
SE-5	<p>ARRANGEMENTS ARE MADE FOR FREQUENT AND TIMELY DISPOSAL OF WASTE AND FOR SANITARY STORAGE UNTIL COLLECTION FOR DISPOSAL.</p> <p>All garbage and trash should be stored until pickup for transfer to a dump in durable, rust-resistant, water-tight, rodent-proof and easily cleanable containers with tight-fitting lids.</p>	E	E
SE-6	<p>THERE IS A TRASH GARBAGE CAN RECEPTACLE AVAILABLE TO EACH CELL BLOCK AT ALL TIMES. EACH RECEPTACLE IS EMPTIED DAILY. SEPARATE, NONCOMBUSTIBLE RECEPTACLES ARE PROVIDED FOR USE AS ASHTRAYS.</p> <p>More trash accumulates than one might expect in such a controlled environment as a jail. It must be disposed of promptly.</p>	E	E
SE-7	<p>TO THE EXTENT POSSIBLE, CLEANING AND JANITORIAL SUPPLIES USED IN THE JAIL SHOULD BE NON-TOXIC TO HUMANS.</p> <p>Toxics and caustics used in cleaning are a very serious potential accident or suicide hazard to inmates. Use of toxics and caustics should be avoided whenever there is a suitable substitute cleaning agent available.</p>	E	E
SE-8	<p>THERE IS A SYSTEM OF CONTROL TO INSURE THAT ALL</p>	E	E

CHEMICAL JANITORIAL SUPPLIES ARE AT ALL TIMES PROPERLY ACCOUNTED FOR AND SECURELY STORED WHEN NOT ACTUALLY IN USE.

Chemical cleaning or disinfecting agents should be dispensed only in quantities sufficient for immediate needs. Inmates should never have access to inventory or bulk supplies.

SE-9	THERE IS AT LEAST ONE SHOWER, WITH BOTH HOT AND COLD WATER, FOR EVERY 16 INMATES AT MAXIMUM DESIGN OCCUPANCY OF THE JAIL.	N/A	E
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The chief jail administrator may not wish to require that inmates take a shower daily, and they - particularly those serving short sentences - may not want to. But, especially for long-term inmates, the opportunity for frequent showers can become a very important factor in the health and well being of the general inmate population. This factor bears heavily on the security of the jail and the ease or difficulty of the jailer's job.

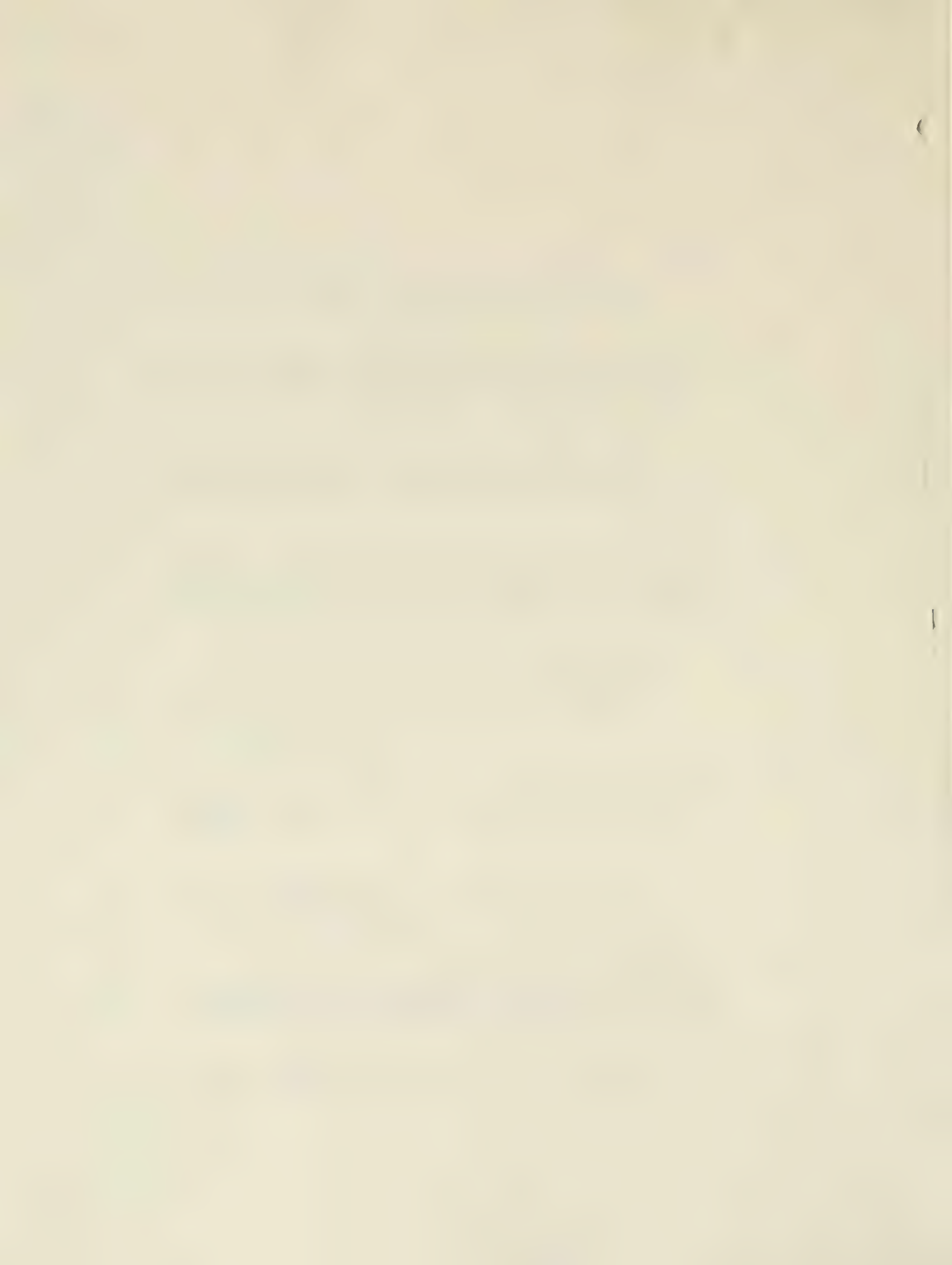
SE-10	EXCEPT FOR "SPECIAL MANAGEMENT" INMATES' CELLS, EACH CELL IS EQUIPPED WITH A TOILET AND WASHBASIN WITH HOT AND COLD RUNNING WATER.	E	E
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This requirement serves the security interests of the jail staff as well as the comfort and convenience of the inmates.

SE-11	EACH CELL OR DORMITORY IS FURNISHED WITH A BUNK FOR EACH INMATE AT MAXIMUM DESIGN OCCUPANCY.	E	E
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Any jail that confines anyone overnight must provide that person with adequate sleeping accomodations. This means,

		72 HR. LOCK-UP	LONG TERM JAIL
	at a minimum, bunk and sheet or blanket appropriate to the season and the temperature.		
SE-12	SUITABLE CLOTHING, BEDDING AND LINEN IS ISSUED TO NEW INMATES ON ASSIGNMENT TO CELLS. LINEN IS EXCHANGED WEEKLY THEREAFTER.	N/A	E
	Clean bedding is an important factor in inmate morale. High inmate morale makes for a safer, easier job for the jail staff.		
SE-13	FACILITIES ARE AVAILABLE AND UTILIZED TO INSURE THAT EACH INMATE CAN HAVE A COMPLETE FRESH CHANGE OF CLOTHING AT LEAST ONCE A WEEK AND BEDDING ONCE A WEEK.	N/A	E
	Whether inmates wear jail-issued clothing or their own, and whether each does his own laundry, the jail does it, or it is sent out to a commercial laundry, the inmates should at all times have reasonable clean, fresh clothing.		
SE-14	THE JAIL PROVIDES SPECIAL CLOTHING TO INMATES ASSIGNED TO FOOD SERVICE, HOSPITAL, FARM, GARAGE OR OTHER SPECIAL WORK.	N/A	E
	If a work assignment requires special clothing for safety or sanitation purposes it is the jail's responsibility to provide it for the benefit of all concerned.		
SE-15	AFTER THE INITIAL ISSUE INMATES ARE ISSUED CLEAN CLOTHING OR BEDDING ITEMS OR OTHER MATERIALS ONLY IN EXCHANGE FOR SOILED ITEMS.	N/A	E
	This requirement tends to conserve clothing and bedding		



as well as to discourage attempts at escape or suicide through use of such items.

SE-16

PROVISION IS MADE FOR THOROUGH CLEANING AND DISINFECTION, WHEN NECESSARY, OF ANY INMATE CLOTHING RETAINED AT THE JAIL PRIOR TO BEING PLACED IN STORAGE.

N/A

E

It is not desirable to store inmates' personal clothing. But if jail clothing is issued to an inmate who has nowhere else to store his own, the jail must provide storage. Such clothing must be clean and absolutely free of vermin before being stored.

SE-17

PROVISION IS MADE FOR INMATES TO RECEIVE A HAIRCUT AT LEAST MONTHLY AND A SHAVE DAILY IF THEY DESIRE.

N/A

E

Implementation of this provision should satisfy any sanitary requirement for food handlers, infirmary aid, etc., as well as allow any other inmates to shave or get a haircut as frequently as he may desire.

SE-18

THE JAIL IS EQUIPPED WITH NATURAL OR ARTIFICIAL LIGHTING SYSTEM(S) THAT PROVIDE SUFFICIENT ILLUMINATION TO READ WITHOUT EYESTRAIN, AS CERTIFIED BY THE COUNTY OR REGIONAL BOARD OF HEALTH, IN DAY ROOMS OR OTHER COMMON AREAS.

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Inmates should have sufficient light in their cells for reading, if they desire. They must have that much light in day rooms, libraries, etc.

SE-19

INSOFAR AS IS REASONABLY POSSIBLE, THE TEMPERATURE IN INMATE LIVING AREAS IS MAINTAINED, AT ALL TIMES, AT NO LOWER THAN 65 DEGREES F. OR

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HIGHER THAN 85 DEGREES F.

This temperature range should satisfy all reasonable requirements for anyone in normal health.

SE-20	WHETHER BY NATURAL OR FORCED VENTILATION, ALL LIVING AND WORKING AREAS OF THE JAIL ARE PROVIDED CIRCULATION OF FRESH OR PURIFIED AIR ADEQUATE FOR HEALTH AS CERTIFIED BY THE COUNTY OR REGIONAL BOARD OF HEALTH.	R	E
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An adequate amount of fresh or purified air is not just a matter of comfort. It is vital to the health of inmates and staff.

SE-21	THE FACILITY PROVIDES ARTICLES NECESSARY FOR MAINTAINING PERSONAL HYGIENE.	E	E
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PHYSICAL FACILITIES

PF-1 THE DESIGNED AND CONSTRUCTION OF THE JAIL IS SUCH THAT IT AFFORDS INMATES ADEQUATE SHELTER, HEAT, LIGHT, AND VENTILATION AND AT THE SAME TIME CONFINES THEM SECURELY AND PREVENTS ESCAPES.

E E

By now the courts have clearly established that the fact of incarceration itself - deprivation of liberty - is punishment and no further physical deprivation is contemplated in a sentence to confinement. The jail must be a secure place of confinement, but it must at the same time provide what society in general considers the minimum acceptable creature comforts.

PF-2 UNLESS SPECIFICALLY AUTHORIZED BY THE COURTS, THE JAIL IS NOT USED TO HOUSE MORE THAN THE MAXIMUM DESIGNED OCCUPANCY.

R E

Regardless of the age, condition or size of the jail and regardless of the county's financial resources, the jail must not be overcrowded. If the number of inmates or would-be inmates exceeds its capacity, increased use must be made of bail, release on own recognizance, transport to other county jails, etc. From time to time, extraordinary situations may arise (such as drug raids, roundup of illegal aliens, etc.) which may severely overcrowd the jail for a short time. Such temporary overcrowding can be tolerated, but every effort should be made to limit it to no more than 20% excess occupancy for no longer than 72 hours.

PF-3 THE JAIL IS DESIGNED, CONSTRUCTED AND MAINTAINED TO REMAIN VERMIN-FREE IN NORMAL USAGE BY MAXIMUM DESIGN OCCUPANCY.

E E

Attractiveness to or infestation by vermin is strongly affected by the quality of design, materials and workmanship put into the original building of the jail. Both short and long-term maintenance procedures also have a strong and lasting effect as to whether the jail will remain free of infestation. Vermin-free construction and maintenance should be high on the jail administration's list of priorities.

PF-4	JAILS DESIGNED AFTER THE ADOPTION OF THESE STANDARDS PROVIDE OFFICE SPACE FOR ADMINISTRATION, PROFESSIONAL AND CLERICAL STAFF, AS WELL AS CONFERENCE ROOM, EMPLOYEE LOUNGE, RECORDS STORAGE AREA, PUBLIC LOBBY AND TOILET FACILITIES.	N/A	E
	Even though the jail's first concern is the custody and security of its inmates, it must also provide for certain minimal administrative and public contact functions.		
PF-5	ALL INMATE AREAS OF THE JAIL ARE SO DESIGNED THAT THEY CAN BE KEPT UNDER CONSTANT SURVEILLANCE BY JAIL STAFF, EITHER DIRECTLY OR BY TELEVISION MONITOR, OR OTHER MONITORING DEVICES.	R	E
	There is no way security can be maintained continuously unless such provision is made.		
PF-6	THE JAIL IS DESIGNED, CONSTRUCTED, FURNISHED AND EQUIPPED WITH FIRE-RETARDANT MATERIALS, FIRE BOUNDARIES, EASILY ACCESSABLE AND CLEARLY MARKED FIRE ESCAPES, HEAT AND SMOKE DETECTORS, AND FIRE EXTINGUISHERS SUFFICIENT TO PREVENT MAJOR DAMAGE TO THE JAIL OR CRITICAL INJURY TO THE OCCUPANTS.	R	E

		72 HR. LOCK-UP	LONG TERM JAIL
	<p>Fire is perhaps the greatest mass hazard the jail is subject to. Fire must be, if not absolutely prevented, at least minimized as to the amount of damage it can do. There must be at least two separate exits for safe evacuation of inmates and staff in event of fire.</p>		
PF-7	<p>ALL INDIVIDUAL OCCUPANCY CELLS IN THE JAIL PROVIDE AT LEAST SEVENTY (70) SQUARE FEET OF FLOOR SPACE IF THE OCCUPANTS ARE REQUIRED TO REMAIN IN THEM FOR TWENTY-FOUR (24) HOURS CONTINUALLY. IF THE CELL IS SMALLER THAN 70 SQUARE FEET, THEN THE FORMULA IN PR-19 WILL CONTROL.</p> <p>Even in jail an individual must have a certain amount of personal "living room." The courts have declared that 70 square feet is an acceptable minimum for continuous occupancy, but cells may be smaller if their occupants have access to other areas during the day.</p>	N/A	E
PF-8	<p>IF DESIGNED AFTER THE ADOPTION OF THESE STANDARDS, THE JAIL IS CONSTRUCTED SO THAT EVERY INMATE NOT CONFINED TO INFIRMARY, DETOXIFICATION UNIT, BEHAVIOR MODIFICATION CELL OR OTHER "SPECIAL CIRCUMSTANCES" HOUSING HAS A WINDOW IN HIS CELL, DORMITORY OR DAY ROOM WHICH GIVES HIM A VIEW OUTSIDE THE JAIL.</p> <p>The courts have ruled that jail inmates should be given at least a view outside the artificial, unnatural environment of the jail.</p>	N/A	E
PF-9	<p>ALL MULTIPLE OCCUPANCY CELLS OR DORMITORIES IN THE JAIL PROVIDE AT LEAST 1,680 SQUARE FEET (HOURS) OF LIVING SPACE PER DAY AS PROVIDED IN PF-19.</p> <p>The minimum amount of individual "living room" provided</p>	N/A	E

to the inmate in a multiple occupancy cell can be reduced below the individual cell requirement if the inmate is allowed to spend a large part of his day in a day room, exercise area or some other common area.

PF-10 NO CELL IN THE JAIL PROVIDES LESS THAN EIGHT (8) FEET OF CLEAR FLOOR-TO-CEILING HEIGHT TO ITS OCCUPANTS.

N/A E

Vertical "living room" is as important as horizontal space. The average sized inmate must have room to stand comfortably in his cell.

PF-11 EACH BUNK IN EACH CELL IS AT LEAST TWO AND ONE-HALF (2 1/2) FEET WIDE AND SEVEN (7) FEET LONG, AND PROVIDES AT LEAST EIGHTEEN (18) INCHES OF VERTICAL CLEARANCE FROM ALL OVERHEAD OBSTRUCTIONS.

N/A E

The average sized inmate must be able to lie comfortably in his bunk.

PF-12 THERE IS AT LEAST THIRTY-SIX (36) SQUARE FEET OF COMMON SPACE (DAY ROOM, LIBRARY, DINING ROOM, ETC.) FOR EACH INMATE OF THE JAIL AT MAXIMUM DESIGN CAPACITY.

N/A E

Inmates cannot be confined continuously to their cells. For health as well as morale they must be allowed to mingle together or stretch apart in a larger area.

PF-13 THERE IS AN INDOOR OR DAY ROOM EXERCISE AREA AT LEAST LARGE ENOUGH TO ALLOW EACH INMATE TO HAVE 1 HOUR OF EXERCISE EACH DAY.

N/A E

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	Constant physical confinement in a small space such as a jail cell is, literally, unhealthy. Provisions must be made for inmates to stretch and move about.		
PF-14	THERE IS AN ADEQUATE OUTDOOR EXERCISE AREA, IF POSSIBLE.	N/A	E
	Inmates need more than just space to move about and exercise; they also need sunshine and fresh air - direct, and not filtered through a window glass or an artificial ventilation system - if they are to remain incarcerated for an extended period of time.		
PF-15	WHETHER INDOOR OR OUTDOOR, THE EXERCISE AREA IS LARGE ENOUGH AND/OR SUFFICIENTLY EQUIPPED TO PROVIDE FOR ADEQUATE MAINTENANCE OF MUSCULAR AND VASCULAR CONDITIONING BY ALL INMATES.	N/A	E
	A volleyball or basketball court, outdoor or indoor, or a stationary rowing machine and stationary exercise cycle are excellent examples of the types of equipment that afford inmates ample exercise to keep their muscular and vascular systems in tone.		
PF-16	NON-CONTACT VISITATION AREAS ARE DESIGNED AND CONSTRUCTED SO THAT INMATES AND VISITORS CAN SEE AND HEAR EACH OTHER CLEARLY AS THEY TALK, WITHOUT BEING DISRUPTIVE TO THE VISITATION RIGHTS OF OTHER INMATES. VISITATION WINDOWS SHOULD BE NO SMALLER THAN 12 INCHES BY 14 INCHES.	N/A	E
	Windows between inmates and visitors should be kept clear and clean. Their communication equipment should be of an amplification and/or transmission quality that does not require them to shout at each other to be heard. Although their conversation may be monitored by jail staff, they should be given privacy from other inmates		

		72 HR. LOCK-UP	LONG TERM JAIL
	and visitors insofar as possible.		
PF-17	THERE IS A WRITTEN MAINTENANCE PLAN WHICH PROVIDES FOR CONTINUAL CLEANING, PRESERVATION, REPAIR AND REFURBISHMENT TO INSURE THAT THE JAIL'S PHYSICAL FACILITIES REMAIN SECURE, SAFE AND HEALTHFUL.	R	E
	Even if a complete renovation and refurbishment of the jail and all its furnishings were contemplated every five years, such a maintenance plan would be required. Under the best of conditions, physical facilities deteriorate and must be constantly upgraded to maintain acceptable living conditions for the inmates working conditions for the staff.		
PF-18	THE MAINTENANCE PLAN IS, IN FACT, CARRIED OUT.	R	E
	No matter how comprehensive or how thorough, the maintenance plan is only as good as its implementation. Like all other plans, it must be carried out to be of any value at all.		
PF-19	JAIL OCCUPANTS ARE TO BE PROVIDED WITH A MINIMUM OF 1,680 SQUARE FEET-HOURS OF "LIVING ROOM" PER DAY. THIS LIVING ROOM MAY INCLUDE CELL, DAY ROOM, RECREATION AREAS, ETC.	N/A	E
PF-20	IF DESIGNED AFTER THE ADOPTION OF THESE STANDARDS, THE JAIL IS CONSTRUCTED SO THAT IT COMPLIES WITH CURRENT COMMISSION ON ACCREDITATION FOR CORRECTIONS STANDARDS.	N/A	E
PF-21	EACH FACILITY HAS A "RATED CAPACITY" ESTABLISHED IN ACCORDANCE WITH THESE STANDARDS. THE	N/A	E

POPULATION OF EACH HOUSING UNIT DOES NOT EXCEED ITS RATED CAPACITY. THE RATED CAPACITY FIGURE MAY BE REVISED PERIODICALLY IN ACCORDANCE WITH THESE STANDARDS.

INMATE ACTIVITIES

IA-1	<p>THERE IS A WRITTEN SET OF POLICIES AND PROCEDURES ESTABLISHING GUIDELINES FOR INMATE RECREATION, TREATMENT, TRAINING, EDUCATION, WORK RELEASE, RELIGION, COMMISSARY AND OTHER LEISURE TIME PROGRAMS.</p> <p>The jail's primary function may be custodial and security, but that is not its sole function. Certain humane amenities must be preserved to the inmates. Program opportunities must be provided, if only on a limited scale, to those who will be inmates for an extended period.</p>	N/A	E
IA-2	<p>THE JAIL'S INMATE ACTIVITIES ARE IN FACT PROVIDED IN ACCORDANCE WITH THESE POLICIES AND PROCEDURES.</p> <p>Inmates must be made aware of the activities available to them and encouraged to participate.</p>	N/A	E
IA-3	<p>INMATES ARE ALLOWED TO REFUSE TO PARTICIPATE IN THE INMATE ACTIVITIES PROGRAM. SUCH REFUSAL IS DOCUMENTED.</p> <p>Inmates can not be required to participate in the jail's activities program, but, if they do decline to participate, their refusal should be made a matter of record to avoid any possible misunderstanding or any future charges of denial of rights or privileges.</p>	N/A	E
IA-4	<p>FACILITIES AND EQUIPMENT ARE KEPT AVAILABLE AND IN GOOD REPAIR FOR INMATE GAMES, CRAFTS AND ATHLETIC ACTIVITIES.</p>	N/A	E

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	Inmates have a lot of time on their hands. It is to their advantage and the jail administration's to keep them busy with legitimate activities.		
IA-5	THE JAIL'S CHIEF ADMINISTRATOR INSURES THAT APPROPRIATE SENTENCING COURTS AND PROBATION AND PAROLE AUTHORITIES ARE KEPT INFORMED OF SERVICES AND PROGRAMS AVAILABLE TO INMATES IN THE JAIL, AS WELL AS PROBLEMS AND DEFICIENCIES WHICH MIGHT ADVERSELY AFFECT INMATES OR HAVE A BEARING ON THEIR SENTENCE OR PROBATION OR PAROLE STATUS.	N/A	E
	Sentences imposed by the courts or important details of probation and parole administration may be significantly affected by the jail's services and programs. The courts and their associated corrections agencies need to be fully aware of services and programs available to those they may send to or release from the jail.		
IA-6	INMATES ARE ALLOWED MAXIMUM EXERCISE OF THEIR RELIGIOUS PRACTICE COMMENSURATE WITH SECURITY OF THE JAIL AND GOOD ORDER AND DISCIPLINE AMONG THE INMATE POPULATION.	N/A	E
	So long as they do not present a clear and present danger to the security or sanitation of the jail and do not curtail the rights of others, inmates should be free to practice their religion and the jail administration should cooperate as fully as is practical in the matters of special religious deit, publications, access to ministers or religious counselors, etc.		
IA-7	ANY TIME AN INMATE REQUEST TO EXERCISE HIS RELIGIOUS BELIEF IS REFUSED, SUCH REFUSAL IS MADE A MATTER OF RECORD.	N/A	E

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	Because the courts have held that requests to exercise religious belief should be honored, the jail administration should document any such refusal - with reason therefor in the event of litigation.		
IA-8	IF THE JAIL MAINTAINS AN INMATE WELFARE FUND, THERE ARE WRITTEN POLICIES AND PROCEDURES GOVERNING ITS OPERATION AND THEY ARE COMPLIED WITH FULLY.	N/A	E
	If there is an inmate welfare fund, a strict accounting must always be available as to its sources of income, its expenditures and the distribution of the services and benefits provided through it. There must be no hint of abuse of it on anybody's part.		
IA-9	WRITTEN POLICIES AND PROCEDURES PROVIDE FOR NEWSPAPERS AND MAGAZINES TO BE AVAILABLE TO INMATES IN COMMON AREAS AND FOR THE INMATES TO BE ALLOWED A REASONABLE NUMBER OF BOOKS IN THEIR CELLS.	N/A	E
	It is possible for printed materials to be used as weapons or to start fires. Care must be exercised in providing newspapers, books and magazines to inmates. However, the morale and rehabilitation possibilities of reading materials must be recognized. Arrangements should be made with a local library to provide books for the inmates' use on a rotating loan basis and for the assistance of a professional librarian if desired.		
IA-10	WRITTEN POLICIES AND PROCEDURES REGULATE CITIZEN INVOLVEMENT IN INMATE ACTIVITIES AND PROGRAMS ON A "VOLUNTEER" BASIS. LINES OF AUTHORITY AND ACCOUNTABILITY ARE CLEARLY DEFINED, AND VOLUNTEERS ARE APPROPRIATELY ORIENTED AND TRAINED BEFORE BEING ASSIGNED TO A PARTICULAR	N/A	E

ACTIVITY OR PROGRAM.

Volunteers from the community can be of great assistance in helping to coordinate and staff inmate education, library, recreation, religious and other programs. However, the volunteers must first clearly understand what is needed in the programs to which they are to be assigned, what is expected of them and what they can or cannot do as volunteer assistants within the jail.

IA-11

THE JAIL HAS A WRITTEN WORK PLAN THAT PROVIDES FOR INMATE ASSIGNMENT TO THE VARIOUS GENERAL HOUSEKEEPING AND MAINTENANCE TASKS REQUIRED TO KEEP THE JAIL AND ITS EQUIPMENT CLEAN AND IN GOOD REPAIR OR TO OTHER PUBLIC WORKS PROJECTS TO THE EXTENT ALLOWED BY APPLICABLE LAWS, ORDINANCES, AND GOVERNMENTAL AGENCY AGREEMENTS.

N/A

E

Sentenced inmates and unsentenced detainees can be required to keep their own living areas clean. Sentenced inmates can also be required to work at other tasks within their strengths and capabilities. Unsented detainees might wish to do other work, if offered the opportunity. Much necessary public work can be accomplished through inmate labor, and the exercise involved can be a powerful morale factor by providing a means for the inmates to avoid the boredom of idleness.

IA-12

WRITTEN POLICIES AND PROCEDURES PROVIDE INCENTIVES FOR INMATES TO ENGATGE IN WORK RELEASE PROGRAMS.

N/A

E

These procedures should include, to the extent allowed by applicable laws and ordinances, such incentives as "good time", inmate worker status, extra privileges, etc.

IA-13

WRITTEN POLICIES AND PROCEDURES PROVIDE FOR INMATE PARTICIPATION IN STUDY-RELEASE OR WORK-RELEASE AND RESTITUTION PROGRAMS IN ACCORDANCE WITH STATE LAW. THESE POLICIES AND PROCEDURES DO NOT INTERFERE WITH COURT-MANDATED PROGRAMS.

Increasingly, the courts are sentencing offenders specifically to study-release, work-release, or restitution programs. The jail administration must have formal policies and procedures to implement these programs.

IA-14

INMATE STUDY-RELEASE, WORK-RELEASE AND RESTITUTION PROGRAMS INCLUDE, IN WRITING:

- o CLASSIFICATION THROUGH CAREFUL SCREENING AND SELECTION PROCESSES
- o COORDINATION WITH COMMUNITY LEADERS
- o WRITTEN RULES OF CONDUCT
- o APPROPRIATE SUPERVISION OF PARTICIPANTS
- o CRITICAL AND CONTINUING EVALUATION OF THE PROGRAM, AS WELL AS ITS PARTICIPANTS
- o THOROUGH DOCUMENTATION OF THE OPERATION OF THE PROGRAM

Work-release and study-release programs are worthwhile and very valuable programs, but they won't run themselves. Careful attention must be paid to the details, especially to initial screening, to supervision and to evaluation -not to mention close coordination with the courts to insure that all their requirements and guidelines are strictly adhered to.

IA-15

WRITTEN POLICIES AND PROCEDURES PROVIDE THAT

N/A E

N/A E

N/A E

PARTICIPANTS IN WORK-RELEASE OR STUDY-RELEASE PROGRAMS BE SEPARATELY HOUSED FROM OTHER INMATES INsofar AS PHYSICAL FACILITIES PERMIT.

Along with their value, these programs also present the potential for very serious security problems. Separate housing will not completely solve the problems, but will alleviate them considerably.

IA-16

WRITTEN POLICIES AND PROCEDURES SPECIFY UNACCEPTABLE BEHAVIOR ON THE PART OF THE WORK-RELEASE OR STUDY-RELEASE INMATES, AND ALSO WHAT PENALTIES OR DISCIPLINE MAY BE IMPOSED OF THOSE WHO MISBEHAVE.

N/A

E

Participants in these programs are not excused from compliance with jail rules. They must be reminded of these as well as made aware of any additional rules that apply to their participation in their particular program.

IA-17

WRITTEN POLICIES AND PROCEDURES REGULATE INMATE PARTICIPATION IN ALCOHOL AND DRUG ABUSE PROGRAMS IF SUCH ARE AVAILABLE IN THE LOCAL COMMUNITY.

N/A

E

Inmates with alcohol or drug abuse problems should be encouraged to take advantage of such programs as are available.

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PROPOSED

MONTANA STATE JAILS

POLICY AND PROCEDURES MANUAL

Prepared at the Request

of

The Montana State Sheriff's Association

Written and Compiled By

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September 28, 1981

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INTRODUCTION

0/01-00.00

Definition and Philosophy of Jail

0/01-01.00

Definition of a Jail

A jail is any county or municipal building designated by law and used for confinement or detention of those persons lawfully held in custody.

0/01-02.00

Philosophy of a Jail

The County Jail exists for the temporary detention of persons as required by law. Confined in the jail are persons who are awaiting trial, and their confinement will be non-punishment in nature and prisoners will be treated in such a manner as to provide maximum security without undue discomfort. The jail exists solely to protect and maintain the peace and the security of the community. Inmates are to be treated in a humane and courteous manner without regard to the personal prejudices or feelings of jail officers.

0/02-00.00

Jail Policy and Procedures Manual (JPPM)

0/02-01.00

Purpose

The manual was ordered written by the Montana Sheriff's Association with the purpose being to increase the level of professionalism and competency of the jail personnel.

The most effective approach to improving the operation and maintenance of the jail is that of trained and informed personnel. It is hoped that this manual will be an aid to increasing security, efficiency, and job knowledge. The Sheriff's goal is to create a better understanding of jail policies and procedures, and of principles of sound jail administration.

Job knowledge and understanding is the first step toward greater confidence and morale on the part of each jail officer.

0/02-02.00 Guides to Construction

0/02-02.01 Title

This manual shall be known as the Montana State Jail Policy and Procedures Manual. It shall be referred to herein as the "Jail Manual" or the "Manual".

0/02-03.00 Organization of the Manual

0/02-03.01 Subdivision and Index Numbers

A decimal system and six-digit numbers will be used to index, identify, and located material in this manual. The manual is indexed as follows:

- (1) Volume first digits (1/02-03.01) in a graduation of one (1).
- (2) Chapter second digits (1/ 02-03.01) in a graduation of one (1).
- (3) Section third digits (1/02- 03.01) in a graduation of one (1).
- (4) Sub-section fourth digits (1/02-03 .01) in a graduation of one (1).

0/02-04.00 Amendments and Revisions

Amendments to, and revisions of this manual, shall be in the form of supplements and/or replacements. The page numbering and index system used in this manual provides for amending and/or revision of the manual without upsetting the general outline of any volume, chapter, or section.

0/02-05.00 Construction

0/02-05.01 Provisions

(1) No provision or item is to be construed to mean something other than the plain meaning of the language used.

(2) No provision or item is to be construed to defeat its obvious intent.

0/02-05.02

Tenses

(1) The present tense includes the past and future tenses, and the future tense includes the present.

0/02-05.03

Genders

(1) Unless specifically limited, the male gender will include female and neuter.

0/02-05.04

Mandatory and Permissive

(1) "Shall" and "will" are mandatory. "May" is permissive. "Should" is used where it is intended that while a procedure is not mandatory, it should be followed in the interest of the department.

0/02-05.05

Effects of Title

(1) Titles in the manual's various sub-divisions shall not govern, limit, modify, or effect the scope of meaning or intent of any such volume, chapter, section, sub-section, or item.

0/02-05.06

Validity of Contents

(1) Any statement in the manual found to be illegal, incorrect, or inapplicable shall not effect the validity of the remaining content.

0/02-05.07

Table of Contents

(1) A general table of contents will appear at the beginning of the manual. Detailed tables of contents will appear preceeding each volume.

0/02-05.08

Appendix

(1) Many items of information which would be of interest or importance to corrections personnel have no place in the body of the manual. An appendix section, therefore, will be added. Each new entry will be indexed with capital letters in alphabetical order. The appendix will help keep the manual current and permit detailed information to be added without cluttering the body of the manual.

1/00-00.00

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CHAPTER ONE

1/01-00.00

ORGANIZATION FOR COMMAND

1/01-01.00

Levels of Responsibility

1/01-01.01

Keeper of the Jail

The Sheriff of the County shall be responsible for the County Jail. His duties as keeper of the jail are statutorily outlined in the Montana Code.

1/01-01.02

Jail Administration

(1) Commanding Officer

(a) The Commanding Officer of the jail shall be a deputy sheriff, with rank equal to Commanding Officers in other divisions.

(b) The Commanding Officer shall be responsible to the Chief Deputy and Sheriff in the chain of command.

(c) The Commanding Officer will be a member of the Discipline Appeal Board and the Inmate Grievance Committee and will sit as chairman of each.

(2) Executive Officer

(a) The Executive Officer of the jail shall have rank equal to Executive Officers in other divisions.

(b) The Executive Officer will assume command of the jail in the absence of the Commanding Officer.

(c) The Executive Officer will be a member of the Discipline Appeal Board and Inmate Grievance Committee, and will sit as chairman in the absence of the Commanding Officer.

1/01-01.03

Supervisory Level

(1) Supervisory Officers

(a) Supervisory Officers are those Corrections Officers, of supervisor's rank, serving in line position.

(b) Supervisory Officers will be responsible for the operation of the shifts in the jail.

(c) Supervisory Officers are responsible to the Jail Administration.

1/01-02.00

Rank Order

1/01-02.01

Deputy and Corrections Designations

(1) Primary authority and responsibility for administering the jail operation is vested in the deputy level officers.

(2) Corrections level officers will exercise authority under the direction and control of the Jail Administration.

1/01-02.02

Chain of Command

(1) Sheriff.

(2) Chief Deputy.

(3) Jail Commander (Administrator).

(4) Executive Officers.

(5) Shift Supervisors.

(6) Other supervisors and specialists.

(a) These may include, but not be limited to:

(i) Medical Technicians;

- (ii) Court Liason Officer;
- (iii) Commissary Officer;
- (iv) Head Cook.

1/01-03.00

Job Descriptions

1/01-03.01

Deputy Sheriff's Positions

- (1) The command and administration of the jail is vested in members of the deputy sheriff rank.
- (2) The authority and responsibility for the establishing policy and procedures and organizing the operation of the jail shall rest in the jail command who are deputy sheriff's.
- (3) The Jail Commander will be a deputy sheriff.
- (4) At the discretion of the Sheriff, other deputy sheriffs may also be assigned to positions in the jail; supervisory and non-supervisory.

1/01-03.02

Deputy Sheriff Corrections Officers

- (1) Deputy Sheriff Corrections Officers is the official title of correctional officers in the jail. To avoid confusion with the general classification of deputy sheriff, the title corrections officer, or jail officer will refer to the Deputy Sheriff Corrections Officer position.
- (2) Correctional Officers may hold positions in mid-level administration and supervision, as well as general staff positions in the jail operation.
- (3) Correctional Officers derive their authority to act from the Jail Command.
- (4) Corrections officers will be sworn in as special deputies, and will be deputized to function within the jail, or outside the jail on specific jail business. The special deputy status will not, however, empower corrections officers to exercise the general arrest powers of deputy

sheriffs. Correctional officers will enjoy no arrest powers exceeding those of other citizens, unless specifically authorized by the Sheriff, unless such arrest power is related to the jail function.

1/01-03.03

Civilian Personnel

(l) Civilian personnel shall complete only those functions outlined in their job descriptions and shall exercise no police powers.

1/01-03.04

Commanding Officer

(l) Duties and Responsibilities.

(a) Establish and enforce policy and procedure necessary for the jail operation.

(b) Command and direct the operation of the jail, maintaining consistency of operation.

(c) Develop goals, standards and objectives for the jail operation.

(d) Represent the jail and its needs to the Sheriff and to allied divisions and agencies.

(e) Function as a member of the Discipline Appeal Board and the Inmate Grievance Committee.

(f) Make decisions affecting major policy considerations in the jail.

(h) Oversee the planning and implement future development considerations for the jail operation.

(i) Hold staff meetings to discuss problems and develop solutions to problems and implement policy.

(j) Hear staff disciplinary matters and grievances and make necessary recommendations to the Sheriff when major action is required.

(2) Training Requirements.

(a) A minimum of 40-hours per year training under P.O.S.T. requirements.

(b) Complete knowledge of all information contained in the Jail Policy and Procedures Manual.

(c) Basic knowledge of the Sheriff's Office Policy and Procedures Manual.

1/01-03.05

Executive Officer

(1) Duties and Responsibilities.

(a) Assist and advise the Jail Commander in establishing and enforcing policy and procedure necessary for efficient jail operation.

(b) In the absence of, or with consent of, the Jail Commander, assume any duties authority, or responsibility necessary to command and operate the jail.

(c) Review all reports of activities, problems, and other occurrences in the jail, taking or ordering appropriate action.

(d) Establish training requirements and supervise the development and direction of staff training.

(e) Review action of the Inmate Discipline Board.

(f) Function as a member of the Discipline Appeal Board and Grievance Committee.

(g) Hear disciplinary actions involving staff members; supervising the investigation of charges, and preparation of the administration's findings for presentation before the Sheriff, when necessary.

(2) Training Requirements.

- (a) A minimum of 40-hours per year training under P.O.S.T. requirements.
- (b) Complete knowledge of all information contained in the Jail Policy and Procedures Manual.
- (c) Basic knowledge of the Sheriff's Office Policy and Procedure Manual.

1/01-03.06

Supervisory Officers

(1) Duties and Responsibilities.

- (a) Assist and advise the Jail Commander in establishing and enforcing policy and procedure necessary for efficient jail operation.
- (b) In the absence of, or with consent of, the Jail Commander, assume any duties, authority, or responsibility necessary to command and operate the jail while on duty.
- (c) Review all reports of activities, problems, and other occurrences on his shift, taking or ordering appropriate action.
- (d) Responsible to see that members of his shift meet all training requirements and supervise the development and direction of on job training.
- (e) Review Inmate Discipline Reports submitted by those under his direction.
- (f) Function as a member of the Discipline Appeal Board and Grievance Committee when called upon by the Jail Command.
- (g) Set on the Staff Discipline Board, when called upon by either the staff member or the Jail Commander.

(2) Training Requirements.

- (a) A minimum of 40-hours per year training under P.O.S.T. requirements.

- (b) Complete knowledge of all information contained in the Jail Policy and Procedures Manual.
- (c) Basic knowledge of the Sheriff's Office Policy and Procedure Manual.
- (d) Completion of a minimum 8-hours per year of supervisor training.
- (e) Completion of U.S. Bureau of Prisons Jail Operation Course.
- (f) Completion of U.S. Bureau of Prisons Jail Management Course.
- (g) Completion of offered specialized training classes.

1/01-03.07

Correctional Officer

(1) Duties and Responsibilities.

- (a) Take charge of and keep the County Jail and the prisoners therein.
- (b) Receive and safely keep all persons duly committed to the County Jail.
- (c) File and preserve all commitments by which persons are committed.
- (d) Keep a record of each prisoner showing name, age, place of birth, description of said person.
- (e) Maintain jail financial records of inmate funds.
- (f) Detain persons enumerated in the State Law.
- (g) Deliver judicial papers directed to a prisoner.
- (h) Compute release dates, from commitments and orders from the Courts.

- (i) Segregate prisoners according to the established classification and administrative procedures.
 - (j) Serve as a bail commissioner.
 - (k) Notify the juvenile court upon detention of a juvenile.
 - (l) Fingerprint prisoners according to the law and acceptable procedures.
 - (m) Fulfill all legitimate orders and commands from supervisory personnel.
 - (n) Record in writing any occurrence in the jail during tour of duty.
 - (o) Learn and follow the policies and procedures of the County Jail.
 - (p) Report for duty as assigned.
 - (q) Operate electric/mechanical doors on tiers and cells.
 - (r) Operate electronic/audio video security system.
 - (s) Supervision of all prisoners assigned to your custody.
- (2) Training Requirements.
- (a) A minimum of 40-hours in-service training per year.
 - (b) Successful completion of P.O.S.T. Basic Jail Operations Course.
 - (c) Complete knowledge of all information contained in the Jail Policy and Procedures Manual.
 - (d) Completion of U.S. Bureau of Prisons Jail Operations Course.
 - (e) Completion of offered specialized training classes.

CHAPTER TWO

1/02-00.00

PERSONNEL

1/02-01.00

Employee's File

1/02-01.01

Sheriff's Personnel File

(1) The Sheriff's Personnel files will be located in the Sheriff's Office and will be maintained by the Sheriff or his designated representative.

(2) The personnel files are confidential, and access to them is limited to the sheriff, Chief Deputy, and the Sheriff's designated representative.

(3) Personnel files may include information of advancement, salary adjustments, division assignments, merit ratings, commendations, disciplinary actions, educational achievements, absentees, a current photograph, and any and all other information deemed necessary by the Sheriff.

1/02-02.00

Recruitment of Personnel

1/02-02.01

Recruitment Policy

(1) It shall be the responsibility of the Sheriff, or his designated representative to make available to the public notices for the hiring of persons to fill vacancies in the jail.

1/02-03.00

Hiring

1/02.03.01

Applicant

(1) Qualifications

All applicants for the position of jail corrections officer shall meet the following basic qualifications:

(a) Be a resident of the County at the time he is hired and establish permanent residence with his family by the time his

probationary period is completed.

(b) Meet all physical, mental, and requirements of character as prescribed by the hiring qualifications as established by the Department.

(c) Comply with existing rules and regulations of the Department in the proper completion and filing of an application as provided in the bulletin of advertisement of appointment.

(d) Female applicants must meet the same moral, physical, and educational requirements as male applicants. However, the agility test for a female applicant will be commensurate with an average female's ability.

(2) Admission for Application

All openings for jail corrections officers of the County shall be filled by application and by competitive examination; provided, however, the Department may refuse to accept an application or examine an applicant or may withhold the name of a person from the eligible list if the applicant fails to meet the following standards:

(a) Be at least 21 years of age by the date of hiring;

(b) Is not addicted to the use of intoxicating liquors or narcotics or habit forming drugs;

(c) Who fails to meet the requirements as set forth in these rules or in the bulletin announcing the examination;

(d) Who has been convicted of any felony or misdemeanor involving moral turpitude, nor a habitual law violator;

(e) Shall be an able bodied person, able to speak the English language understandably and write said language legibly;

(f) Be in possession of a valid driver's license and must obtain a valid Montana driver's license immediately upon notification of hiring;

(g) Be of impeachable loyalty to the United States of America;

(h) One who has not made material false representation or one who has attempted any deception or fraud in connection with the filing of his examination.

No discrimination shall be exercised, threatened or promised against or in favor of any applicant, member, competitor, or eligible because of his religious or political opinions or affiliations, race, sex, creed or color.

(3) Documents Required

All applicants for the position of jail corrections officer must furnish the Department a copy of his birth certificate, a recent photograph, and a copy of his high school diploma or GED certificate.

(4) Investigation

The Department may, in its discretion, cause the truth of the applicant's statement in the application or any such supplemental data as the Department may require, to be investigated and that each applicant must sign a waiver to any objections as provided for in the official application for examination waiving any objections to full investigation of his past by the Department.

(5) Rejection by Department

Whenever it shall appear from an application or from an investigation made that an applicant does not possess the requirements as set forth herein, the Department may reject such application and refuse the applicant opportunity for further examinations and said applicant is not entitled to a right of appeal.

1/02-03.02

Examination

(1) General

All examinations shall be administered in a fair and impartial manner and all examinations will meet the following minimum

safeguards:

(a) All written examinations shall be so conducted that the identity of the applicant shall not be known to the examiner, or corrector of the examination.

(b) No person who has any knowledge of the testing system may take the examination nor reveal before the completion of the examination any information about such examination except what is provided for in the official bulletin or announcement and given to all applicants equally.

(2) The Department shall administer test for the applicants of jail corrections officers:

(a) Written examination and basic intelligence test that will relate to such matters as will fairly test the mental ability and knowledge of the applicants to discharge the duties of the position.

(b) Physical and agility test.

(c) Oral interviews with the Department wherein the applicant will be rated in decorum, background, and personal history information such as credit reports, driving record, security investigation, etc.

(3) Minimum Grades

The Department may determine a minimum grade for all or any part or parts of the examination as provided above. Any applicant who fails to meet the minimum grade set by the Department shall be considered to have failed the examination and his application shall not be further processed and he shall be so notified.

(4) Irrelevant Questions

No question of any examination given by the Department shall be related to or seek to find the political, racial, or religious convictions or affiliations of the applicants or candidates.

(5) Disqualifications of Applicants

The Department shall disqualify an applicant for examination who:

- (a) Does not meet advertised qualifications;
- (b) Has been convicted of a criminal offense inimical to the public service, or involving moral turpitude;
- (c) Has practiced or attempted deception or fraud in his application or examination, or in securing eligibility for appointment;
- (d) Is not a citizen of the United States.

1/02-03.03

Eligible Register

(1) Order of Placement

Upon completion of an examination, the Department shall prepare an eligible register containing names of all persons receiving a passing grade in the order of grades earned, beginning with the highest.

(2) Duration

An eligible register shall expire not later than one (1) year after the date of the examination unless the County, for good reason, shall extend the time not to exceed one additional year. The promulgation of a new eligible register shall automatically cancel all previous registers for the same class or position.

(3) Changes and Corrections

The name of any person appearing on any register may be removed for any of the following reasons:

- (a) One who fails to respond to a notice from the Department within a reasonable time.
- (b) One who declines an appointment.

- (c) One who cannot be located by the normal course of mail.
- (d) At the applicant's own request.
- (e) If any fraud has been disclosed concerning the applicant's application.
- (f) If the name has been placed on the list through clerical error.

1/02-03.04

Filling Vacancies

(1) Procedure

Appointments to fill vacancies in the jail shall be made from the register provided for in these rules in accordance with the following procedures:

- (a) When an applicant is to be appointed to fill a vacancy then available, the Sheriff shall receive the names of the three applicants standing highest on the applicable register. The Sheriff shall then select and fill the vacancy by appointing one of the three persons so certified. The Sheriff shall either appoint said applicant or fail to so appoint and file, in writing, his reasons for so refusing.
- (b) Once an vacancy has been filled from the register, the remaining names on the register will be moved up to fill in for the vacancy.

(2) Failure to Accept Appointments

In the event a certified person fails to accept a proffered appointment, he may, at his request, retain his place on the eligible register if he submits in writing reasons sufficient in the judgment of the Department to justify such failure.

1/02-03.05

Filling Positions Requiring Special Qualifications

In case of vacancy in a position requiring peculiar and exceptional qualifications of a scientific, professional or expert character, upon satisfactory evidence that competition is impractical and that the

position can best be filled by the selection of some designated person of recognised attainments, the Department may, after public hearing and by affirmative vote of all members, suspend competition and all such cases of suspension shall be reported together with the reason therefor, in the annual reports of the Sheriff's Department.

1/02-03.06 Temporary Appointment

A temporary appointment for a period not exceeding sixty days may be made, pending examination, when there is not eligible register, promotion, or re-employment register in existence.

1/02.03.07 Emergency Appointment

An emergency appointment may be made for a period not exceeding seven days, and with the consent of the County Commission may be extended one time for an additional period of not to exceed seven days, in the event an eligible person is not immediately available from the eligible, promotion, or re-employment register and the work to be performed is necessary to expedite the public business.

1/02-04.00 Probation

1/02-04.01 Probationary Period of Appointment

Any officer appointed shall serve a probationary period of six consecutive months, during which time he may be discharged by the Department. A person removed during his probationary period shall not be replaced on the eligible register without passing another regular examination. Continuance in his position after the expiration of the probationary period shall constitute permanent appointment. Service under a temporary or emergency appointment shall not be considered as part of the probationary period.

1/02-04.02 Extending Probation Period

(1) If the employee is absent from duty, whether on authorized leave or otherwise, during a probationary period and the Sheriff does not have

a reasonable opportunity to evaluate the performance of the employee, the Sheriff may, calculate the probationary period on the basis of six calendar months of actual service, exclusive of the time during which the employee is absent from duty.

(2) At the expiration of the probationary period, on written request, the Sheriff may, with the written approval of the employee, extend the probationary period for an additional six calendar months if, in the opinion of the Sheriff, he has not had a reasonable opportunity to evaluate the performance of the employee.

1/02-04.03

Discharge

(1) During such probationary period the Sheriff, without cause, may discharge any employee.

(2) An employee discharged or otherwise removed during the probationary period shall not be replaced on the eligible register without passing another regular examination.

1/02-05.00

Evaluation Report

1/02-05.01

Purpose

(1) The purpose of evaluation is to determine if the member is working up to the standard of performance expected and to rate his overall performance. Personnel evaluation also provides a medium for calling to the attention of the officer, being rated, his deficiencies, improper behavior, and inadequacies before they reach the level requiring disciplinary action or dismissal.

(2) Evaluation may help improve the member's performance or increase morale if he sees in his rating that the Department recognizes his good work.

(3) The Evaluation Reports are maintained permanently and serve as factors in deciding on salary increases or reassignment.

1/02-05.02

Jail Performance Evaluation Report

(1) Nature of Report

(a) The rating form shall be of a type deemed appropriate by the Sheriff to properly evaluate the performance of each member. The form shall review such items as:

- (i) Appearance;
- (ii) Attitude;
- (iii) Knowledge;
- (iv) Performance;
- (v) Relationships;
- (vi) Leadership.

(b) The form shall also include additional space for comments about the member for describing his strengths, weaknesses, outstanding work, commendations, derelictions or disciplinary actions.

1/02-05.03

Rating Guidelines

- (1) Rating guidelines shall be posted at the time of each evaluation.
- (2) Rating guidelines shall conform to the Evaluation Report prepared by the Sheriff.

1/02-05.04

Time Factors

- (1) All officers working within in the jail will be evaluated once every six months by the immediate supervisor.
- (2) Officers who are on probation shall be rated every thirty (30) days during that probationary period. Their ratings during these months will determine whether or not they will become permanent jail officers. After the completion of probation the officer will then be rated every six months.

- (3) Any jail officer may petition the Sheriff for review of his rating within thirty (30) days after such rating has been filed.

1/02-05.05

Rating Procedures

(1) Employees shall be rated by their immediate supervisor on individual forms for each person rated, such forms and accompanying data to be approved by the Sheriff. If a given employee has received training under one supervisor other than his immediate supervisor, such training supervisor shall also rate such employee and note on the rating the training such employee received while under such training supervisor. These two ratings shall be reconciled before the rating is submitted to the Sheriff.

(2) The supervisor must review such rating with the individual and such individual shall sign the rating form signifying whether or not he concurs. If he does not agree, he shall so state on the review form and may request a hearing by the Sheriff in this regard.

(3) Each individual shall receive a copy of his rating.

1/02-05.06

Board of Review

(1) The Sheriff shall review all ratings and may summon any employee for questioning. Any employee shall be entitled to appear before and be heard by the Sheriff. No employee shall participate in any rating of himself. The Sheriff shall assume full responsibility in equalizing the rating throughout the division in order that all men will be rated fairly.

1/02-06.00

Assignment and Transfer

1/02-06.01

Basis of Assignment

(1) Jail officers will be assigned according to the needs of the division, the requirements of the assignment, and an jail officer's experience, capabilities and interests. The successful execution of a particular assignment must be a more important criteria upon which to base assignments than the personal preference of the individual officer.

1/02-06.02

Notification of Assignment or Transfer

(1) The notification of the assignment or transfer will be made by Special Order over the signature of the Jail Administrator.

1/02-06.03

Transfers

(1) The effective operation of the jail requires transfer of personnel to other assignments. Transfers are necessary to match the requirements of assignments with the capabilities of the officers.

(2) An officer may be transferred, without examination, from one position to a similar position in the same class and grade.

(3) The Jail Administrator shall report immediately to the Sheriff all assignments and transfers.

1/02-06.04

Transfer Request

(1) Transfer requests will be made by memorandum passing through the chain of command. At each level of the chain, the request may be commented on in writing or simply passed on up the chain of command.

1/02-07.00

Promotion

1/02-07.01

General

(1) The primary objective in promoting personnel is to select the most effective, responsible officer available to fill the open supervisory and command positions. This selection process is vital because superior officers affect positively or negatively the work done by subordinates. The selection process is difficult because the men who are the best jail officers are not always the most suited to supervise.

1/02-07.02

Examination

(1) All examination shall be administered in a fair and impartial manner and all examinations will meet the following minimum safeguards:

(a) All written examinations shall be so conducted that the identity of the applicants shall not be known to the examiner or corrector of the examination.

(b) No person who has knowledge of the testing system of the Jail may take the examination nor reveal before the completion of the examination any information about such examination except what is provided for in the official bulletin or announcement and given to all applicants equally.

(2) In rank examinations for positions filled by competitive examination and all officers who have served in rank term of not less than one year shall be eligible to take the competitive examination for the next promotional rank above their present status.

(3) Notice of in rank examinations shall be noticed by posting a letter or otherwise, whichever is best calculated to give actual notice to the eligible officers, in writing, that a competitive examination is to be given. Said notice shall be given not less than thirty (30) days prior to the date on which the examination is to be given.

(4) Such written examinations shall be designed to test the candidates' competence to perform the duties required in the position for which the test is being administered.

(5) Upon passing said written examination, candidates will be further rated by the Jail Administrator as follows:

(a) The written examination shall constitute seventy percent (70%) of the rating;

(b) Oral interview with the Jail Administrator, ten percent (10%) of the rating;

(c) Evaluation reports ten percent (10%) of the rating; and

(d) Seniority, ten percent (10%) of the rating.

(6) All candidates, in addition to the above examination, must meet the physical and agility requirements promulgated by the Sheriff or Jail Administrator.

(7) The Jail Administrator may determine minimum grade for all or any part or parts of the examination as provided for above. Any applicant who fails to meet the minimum grade set by the Jail Administrator shall be considered to have failed the examination, and his application shall not be further processed and he shall be so notified.

(8) No questions of any examination given by the Jail Administrator shall relate to or seek to find the political, racial or religious convictions or affiliations of the applicants or candidates.

1/02-07.03

Eligible Register

(1) Upon completion of the examination, the Jail Administrator shall prepare an eligible register containing the names of all persons receiving a passing grade in the order of grades earned, beginning with the highest.

(2) An eligible register shall expire not later than one year after the date of the examination unless the Jail Administrator, for good reason, shall extend the time not to exceed one additional year. The promulgation of a new eligible register shall automatically cancel all previous registers for the same call or position.

(3) Registers of eligibles shall be prepared and maintained by the Jail Administrator for all openings and promotions for jail officers. Separate registers shall be kept for female and male applicants.

(4) The name of any person appearing on any register may be removed for any of the following reasons:

(a) One who fails to respond to a notice from the Jail Administrator within a reasonable time.

(b) One who declines an appointment.

(c) One who cannot be located by the normal course of mail.

(d) At the applicant's own request.

(e) If any fraud has been disclosed concerning the applicant's application.

- (f) If the name has been placed on the list through clerical error

1/02-07.04

Filling Vacancies

(1) After a promotional examination, the Jail Administrator shall prepare a promotional register which shall take precedence over an eligible register. Certification therefrom shall be made in the same manner as from an eligible register.

(2) Appointments to fill vacancies in the Jail, other than positions requiring special qualifications and temporary appointments shall be made from the registers provided for in accordance with the following procedure:

(a) When a jail officer is to be promoted in-rank to fill a vacancy then available, the Jail Administrator shall review the names of the three candidates standing highest on the applicable register. The Jail Administrator shall then select and fill the vacancy by appointing one of the three persons so certified. In the event, following the competitive examination, less than three candidates shall qualify, the Jail Administrator shall thereupon certify the names of all such candidates who qualify; and the Jail Administrator shall appoint from among them, if more than one, and if only one such candidate has qualified, the Jail Administrator shall either appoint said candidate or fail to so appoint and submit in writing to the Sheriff his reasons for so refusing.

(b) For the next vacancy any candidate previously certified and not appointed shall retain his same priority standing and be included among the three newly certified by the Jail Administrator. In the event in filling the new vacancy the Jail Administrator passes over, for a second time, such recertified candidate, the Jail Command shall submit in writing to the Sheriff his reasons for passing over such candidate.

(c) Upon receipt of such written explanation from the Jail Administrator whether it be for a candidate passed over or for a refusal to appoint a single eligible candidate, the Sheriff shall consider said reasons and determine whether or not they are adequate or justified. In the event the Sheriff determines that the Jail Administrator's reasons are not justified, he shall notify the

Jail Administrator that no further lists of eligible candidates or applicants will be certified, nor will any temporary appointments be approved by the Sheriff unless and until the overpassed candidate is, in fact, promoted.

(3) In case of vacancy in a position requiring peculiar and exceptional qualifications of a scientific, professional or expert character, upon satisfactory evidence that competition is impractical and that the position can best be filled by the selection of some designated person of recognized attainments, the Sheriff may, suspend competition; and all such cases of suspension shall be reported together with the reason therefor, in the annual reports of the Sheriff's Department.

(4) A temporary appointment for a period not exceeding sixty days may be made, pending examination, when there is no eligible promotion, or re-employment register in existence.

(5) An emergency appointment may be made for a period not exceeding seven days, and with the consent of the Sheriff, may be extended one time for an additional period of not to exceed seven days, in the event an eligible person is not immediately available from the eligible, promotion, or re-employment register and the work to be performed is necessary to expedite the public business.

1/02-08.00

Vacations, Sick Leave, Holidays, Compensatory Time Off

1/02-08.01

Vacations

(1) The Jail Administrator should set up vacation schedules for members so that an excessive number of members will not be on vacation at the same time. The Jail Administrator must be certain that adequate numbers of men will be present to maintain the functional responsibility of the jail.

(2) In the event of conflicting vacation requests from two officers, the conflict should be resolved by awarding the vacation on the basis of:

(a) Rank;

(b) Seniority;

(c) Convenience to the Jail.

(3) The final authority in the jail for authorizing vacations and resolving conflict shall be the Jail Administrator.

(4) The Jail Administrator shall decide on the question of splitting vacations days. Splitting vacations will severely hamper scheduling in some areas of the jail, while being beneficial in others.

(5) Absentee slips should be submitted by the supervisor for all vacation days taken by any member under his supervision. He should also submit vacation slips for his own vacation days. These slips will be sent to the Jail Administrator who will in turn submit them to the Sheriff.

(6) No employee may be allowed vacation leave with pay for any period of time beyond, or in advance of, time already accrued.

1/02-08.02

Sick Leave

(1) Jail officers who report in as being unable to report for work because of illness or injury are to notify their immediate supervisor in sufficient time to insure proper coverage for their assignment. Where the immediate supervisor cannot be contacted, the jail officer will notify the next available supervisor or his representative. The individual receiving such report shall submit an absentee slip and notify those persons who should be aware of the absence.

(2) Jail officers to be absent from work on account of illness should report necessary absence to their supervisor, prior to their scheduled work day.

(3) Sick leave in excess of three days for any one illness shall be documented by a medical certificate, or other acceptable proof, and given to the supervisor within a period of ten (10) days from the date the employee returns to work status.

1/02-08.03

Holidays

(1) Recognized holidays are:

New Year's Day — 1st day of January
Lincoln's Birthday — 12th day of February
Washington's Birthday — 3rd Monday of February
Arbor Day — last Friday of April
Memorial Day — last Monday of May
Independence Day — 4th day of July
Labor Day — 1st Monday of September
Columbus Day — 2nd Monday in October
Veteran's Day — 4th Monday in October
Thanksgiving Day — 4th Thursday of November
Christmas — 25th day of December.

(2) The jail may elect to adopt a schedule which automatically schedules the officers off as a regular part of the schedule to cover regular days off plus holidays.

(3) All holidays taken by jail officers should be submitted on absentee slips.

1/02-08.04

Compensatory Leave

(1) Officers who work holidays, or who work other non-scheduled days, may at the discretion of the Jail Administrator be awarded compensatory time off.

1/02-08.05

Funeral Leave

1/02-08.06

Jury Duty

1/02-09.00

Leave Provisions and Policy

1/02-09.01

General

(1) It is extremely difficult to operate the Jail with full efficiency when a number of officers are on leave. For this reason leaves of absence will not be granted except in extreme emergency or in strict compliance with the laws and provisions outlined in this section.

1/02-09.02

Leave Without Pay

1/02-09.03

Leave for Higher Position in Law Enforcement

1/02-09.04

Educational Leave

1/02-09.05

Maternity Leave

1/02-09.06

Military Leave

1/02-09.07 Special Leave

1/02-09.08 Relieved of Duty Without Prejudice

(1) There may be occasions during an officer's normal course of duty when he is involved in some action which may cause severe mental strain. These situations would include, but not be limited to, killing in self-defense, severe traffic accident, or a highly emotional family problem. During these times, upon the discretion of the Jail Administrator, an officer may be relieved of duty with prejudice for an indeterminate period, to be set by the officer involved and the Jail Administrator and the Sheriff. During this time, the officer will not lose pay and will be entitled to all the privileges of other members. This relief of duty will be invoked whenever the morale efficiency of the individual officers, or the Jail as a whole, warrant it, at the discretion of the Sheriff.

1/02-10.00 Salary, Overtime, and Other Monetary Compensation

1/02-10.01 Salary Adjustment

1/02-10.02 Longevity

1/02-10.03 Effect of Promotion on Salary

1/02-10.04 Overtime

1/02-10.05 Off-duty Court Compensation

1/02-10.06 Uniform Allowance

1/02-10.07 Education Incentive Pay

1/02-10.08 Reimbursement for Expenses

(1) The Sheriff shall reimburse reasonable expenses, incurred by employees, while in the performance of their duties.

1/02-11.00 Separation

1/02-11.01 Dismissal

(1) General

 The Sheriff or Jail Administrator may dismiss an employee for just cause. An employee who is dismissed shall be given written notice of the reasons for the action, copies of which notice shall be forwarded to the Sheriff.

(2) Grounds

An officer holding permanent appointment may be discharged for:

- (a) Neglect of duty;
- (b) Disobedience of a reasonable order;
- (c) Misconduct;
- (d) Inefficiency, or inability to satisfactorily perform assigned duties;

(3) For discipline procedures see section 1/02-12.00 of this manual.

(4) Dismissal During Probation

An employee discharged or otherwise removed during the probationary period shall not be replaced on the eligible register without passing another regular examination.

1/02-11.02

Resignation

(1) To resign in good standing, appointed personnel shall submit resignations in writing one calendar month in advance of the effective date of their resignation. Employed personnel shall submit resignations in writing two weeks in advance of the effective date of their resignation.

1/02-11.03

Retirement

1/02-11.04

Terminal Pay

(1) Employees who leave the service of the County for any reason shall receive all pay which may be due them with the following qualifications:

(a) An employee who owes any money to the County at the time of his separation shall have his final pay applied against the account of whatever amount may be needed to satisfy it and shall be given a receipt for the amount credited. Partial settlement of an account by application of final pay shall not release an employee from any balance remaining due.

(b) In case of death of an employee, his estate shall be paid any vacation and regular pay then accrued.

1/02-11.05 Temporary Layoffs

1/02-12.00 Personnel Discipline

1/02-12.01 Purpose

(1) No organization can effectively function without discipline. This is particularly true in corrections. Jail officers work in an atmosphere which finds them strongly pressured to maintain law, order and security in society, while constantly remaining under the threat of civil liability and public scrutiny. The accomplishments of this mission is possible only with effective discipline.

(2) Discipline provides a frame-work which allows the security of knowing the requirement of, and processes for enforcement of, department policies and procedures.

1/02-12.02 Definition of Discipline

(1) Discipline for the purposes of this section is defined as a continuing state of good order and behavior. It encourages an individual or group to observe rules, regulations, and procedures that are deemed necessary to the attainment of an objective.

(2) Discipline is that instruction, training, supervision and command

members with respect to behavior which results in acceptable job performance and morale.

1/02-12.03

Positive and Negative Discipline

- (1) The application of discipline is both negative and positive.
- (2) "Positive" discipline is applied through training, direction, supervision, entrustment of responsibilities and motivation and has as an objective the building of morale, professionalism and desire to take the proper action under all circumstance, whether under direct supervision or not.
- (3) "Negative" discipline relies upon fear of the consequences of failing to obey rules and regulations or carry out department policy. Negative discipline is applied when positive discipline lacks the desired effectiveness, is inappropriate under the existing circumstances or the misconduct is too serious to handle any other way.

1/02-12.04

Morale

- (1) One of the most important reasons for effective discipline is to develop and maintain positive morale on the division.
- (2) For discipline to be a morale builder the discipline must be consistent, fair, timely, and appropriate.
 - (a) The sporadic, inconsistent application of discipline leaves the impression that the disciplinary process is selective and unreliable and that it applies only to some members while exempting others. A consistent, fairly administered disciplinary policy will result in higher morale and increase compliance with department policy and procedure.
 - (b) The acceptance and support of the disciplinary process by division members and success of that policy in the face of judicial review requires application of due process and fair play.
 - (c) Discipline should be administered as soon after the need for action is discovered and confirmed as due process will allow.

Speedy due process and action increases the effectiveness of discipline.

(d) Action shall be taken according to the objectives of discipline, combining both positive and negative aspects of discipline. Action taken should reflect the seriousness of the misconduct, the past record of the member's conduct and an appraisal of the most recent methods of altering the member's behavior or performance.

1/02-13.00 Responsibility and Authority in Disciplinary Function

1/02-13.01 Supervisors

(1) Supervisors shall have the authority to take the following action without prior authorization from higher authority:

- (a) Oral reprimand;
- (b) Written reprimand;
- (c) Temporary relief of duty with pay.
 - (i) Requires immediate notification of division commander.

(2) Supervisors may also initiate stronger action by submitting written reports of misconduct to the Jail Administrator.

1/02-13.02 Jail Administrator

(1) The Jail Administrator has the authority to take the following action with the approval of the Sheriff:

- (a) Oral reprimand;
- (b) Written reprimand;
- (c) Temporary relief of duty with pay;

(d) Temporary relief of duty without pay;

(e) Suspension of a maximum of two days off without pay.

(i) This action shall follow an informal division level hearing in which the member is given an opportunity to answer the allegations against him.

(ii) The member may appeal an adverse decision to the Sheriff, who will approve the action, disapprove the action, or refer it for a hearing before the Discipline Hearing Board.

(2) The Jail Administrator may also initiate stronger action by submitting written reports of misconduct to the Sheriff with request for longer suspension, demotion, or dismissal.

1/02-13.03

Discipline Hearing Board

(1) The Discipline Hearing Board (DHB) will be responsible for hearing all cases directed to it by the Sheriff. Primary responsibilities of the DHB include:

(a) Hearing disciplinary cases which may result in dismissal, demotion, or suspension of more than three days without pay.

(b) Hearing appeals of cases decided by the Jail Administrator. When the DHB reviews cases on appeal it will take one of the following actions:

(i) Reject the officer's appeal;

(ii) Remand the case back to the Jail Administrator;

(iii) In serious cases the DHB may recommend that it hear the case in a de novo hearing.

(2) The DHB will make written findings and recommendations as a result of hearing or reviewing on appeal, any case set before it. The written reports of the DHB will be submitted to the Sheriff. Copies will also be distributed according to the provisions set forth in this section.

1/02-13.04

Sheriff

(1) The Sheriff will receive the findings and recommendations of the Discipline Hearing Board.

(2) The Sheriff shall have the final authority for ordering discipline, demotion, or termination.

(a) In minor disciplinary actions ordered by the Jail Administrator it shall be ultimately the Sheriff's authority, delegated by regulation, which results in the disciplinary action.

(b) The Sheriff will, therefore, be notified when such minor action is taken. The Sheriff will then take whatever action is needed as a result of, or to carry out, the discipline.

1/02-14.00

Grounds for Discipline or Dismissal

1/02-14.01

Grounds

(1) A jail officer may be demoted, reduced in pay, or suspended, or discharged for:

(a) Neglect of duty;

(b) Disobedience of a reasonable order;

(c) Misconduct;

(d) Inefficiency or inability to satisfactorily perform assigned duties;

(e) Any act inimical to the public service.

1/02-14.02

Department Rules and Regulation

(1) Violation of the Jail Manual, general orders, memoranda, and other authorized written instructions, rules, regulations or policies.

(2) Violation of the Department Manual, General Orders, Memoranda,

and other authorized written instructions, rules, regulations or policies.

1/02-14.03

Acts or Omissions Contrary to Good Order

(1) No arbitrary rules of conduct can be established which will embrace all cases arising in the general discharge of the jail officers duties or in the personal activities of the individual officer. Therefore, any other act or omission contrary to good order and discipline shall also be the subject of disciplinary action.

1/02-14.04

Criminal Acts

(1) Commission of violation of the laws, or ordinances of any political subdivision of the state, or the State of Montana, or the United States of America are grounds for disciplinary action or dismissal.

(2) The commission of a felony, a misdemeanor involving drug abuse or moral turpitude, or other serious misdemeanor shall be justification for termination.

1/02-15.00

Disciplinary Process — Major Discipline

1/02-15.01

Initial Action

(1) Document allegations.

(a) All information available shall be included in the report.

(b) The report shall be submitted to the Jail Administrator and/or the Sheriff.

(2) Investigation of Allegations.

(a) Depending on the seriousness and nature of the allegations the case will be investigated within the jail: or by Internal Affairs or another division specializing in the investigation of a specific crime if criminal conduct is alleged.

(b) Copies of all investigative reports will be made available to

the Sheriff. Unless otherwise directed investigators regardless of assignment will also file copies with the Jail Administrator.

(3) Evaluate results of investigation.

(a) If after reviewing the results of the investigation there appears to be substantial evidence to support the allegations against the member, action will be initiated.

(b) Action may be taken on a division, department or criminal level.

1/02-15.02

Referral for Disciplinary Hearing

(1) Assigning a disciplinary matter to the DHB will require approval of the Sheriff.

(2) The Sheriff will initiate the hearing by notifying the DHB Chairman in writing, outlining the allegations against the member.

(3) The DHB Chairman will then set a hearing date.

1/02-15.03

Notification of Accused Member

(1) The accused member will be notified in writing no less than ten (10) days before the hearing.

(2) The notification will include:

(a) The hearing date, time and location;

(b) The specific regulations, policies, ordinances and/or statutes he's alleged to have violated.

(c) Instructions to submit within five (5) days the name of one member of the Department to serve as a member of DHB.

(d) The member's right to representation by counsel if desired.

(e) A recommendation that the member and his representative

review the section on Personnel Discipline, and those other parts of the manual relating directly to the violations alleged.

(3) The members may waive the right to a hearing at anytime during the ten days prior to the scheduled hearing by notifying the Sheriff in writing.

1/02-15.04

Disciplinary Hearing Board — Composition

(1) The DHB will be a three man board. Each member having one vote with regard to the issues to be decided.

(2) The Chairman will be the only permanent member of the board. He will be selected to fill an indefinite term, remaining in that capacity until replaced when deemed appropriate by the Sheriff. the selection of the Chairman, the time he will serve and his eventual replacement are all solely within the discretionary powers of the Sheriff.

(3) The second member of the DHB will be selected by the accused member. He may choose any member of the department for that position. That member's appointment will expire at the end of the disciplinary case.

(4) The Chairman and the newly selected DHB member will jointly select the third member of the board.

1/02-15.05

Disciplinary Hearing Board — Function

(1) The Chairman will conduct the hearing and rule on motions of counsel.

(2) All members of the board will decide on the findings of fact and recommendations to the Sheriff. Each member will arrive at his decision by evaluating testimony and evidence presented. Members will also be allowed to ask questions of any witnesses to enlarge on their testimony given during direct and cross examination.

(3) If the board's decision is unanimous, the chairman will write the board's decision; including findings of fact and recommendations for action to the Sheriff. If the decision is split and the chairman is in the

minority, he will assign the responsibility of writing the decisions to one of the majority members.

(4) The dissenting side of the board in split decisions shall be allowed to write a dissenting opinion if the member requests to make his written dissent an official part of the written record.

(5) The board's findings must meet the "substantial evidence test." That is, there must be an indication in the record that adequate testimony and evidence were presented to justify the board's findings.

1/02-15.06

Persons Present During the Hearing

(1) Witnesses may be required by either side to be excluded while other witnesses are testifying.

(2) Spectators who have an identifiable interest in the hearing may be present subject to challenge by either side.

1/02-15.07

Hearing Procedure

(1) All witnesses will be sworn under oath.

(2) When a disciplinary hearing is held by the DHB, the accused will be allowed to be represented by counsel, a union or employee organization representative, another department member, or other person approved by the DHB Chairman.

(3) The Sheriff's case will be presented first, citing and attempting to prove allegations against the accused.

(a) Each witness will be subject to cross-examination by the defense, re-direct by the prosecution and questioning by members of the DHB.

(4) The defense will then present its case rebutting evidence and testimony presented by the prosecution, or offering justifications or mitigating circumstances as the defense.

(a) Each witness will be subject to cross-examination by the

prosecution, re-direct by the defense and questioning by members of the DHB.

(5) The accused member may be called as a witness by either the prosecution, or the defense, and may be compelled to testify and answer all questions directed toward him, except those which would make him subject to criminal prosecution.

(a) The accused if given immunity from criminal prosecution shall be compelled to answer questions under penalty of dismissal for refusal.

(6) Admissibility of evidence will be determined by the DHB chairman.

(7) When objections are raised, counsel for both sides will be given an opportunity to respond before the chairman rules on the issue. Objections will become a part of the record whether over ruled or sustained.

(8) Summation arguments will be permitted. The prosecution will have the first opportunity for final argument with a ten minute allowance. The defense will follow with up to 15 minutes allowed. The final opportunity of five minutes will go to the prosecution.

1/02-15.09

Publicity

(1) The press will be barred from disciplinary hearings unless their presence is agreed to by the Sheriff, the accused and the DHB.

(2) Finding and recommendations of the DHB may be released to the press only by mutual agreement of all involved parties, or by the Sheriff if the accused appeals the Sheriff's actions.

1/02-15.10

Findings

(1) After weighing the evidence presented at the hearing the members of the DHB will determine whether or not the evidence supports the allegations.

(2) Written findings will be submitted within five days of the end of the hearing. Findings will include reference to the evidence relied upon

the decision making process. The DHB's written report will also address legal issues raised by the prosecution and/or defense.

(3) In the event of particularly complex issues or an unusually lengthy hearing the DHB may grant itself an additional five days to prepare its finding.

(4) Once completed findings will be signed by the DHB members and a record included of how each member voted.

(5) Dissenting reports from the DHB will be included if they are written.

1/02-15.11

Recommendations

(1) The DHB will at the conclusion of the findings make recommendations to the Sheriff. The Sheriff is not bound by these recommendations, but will weigh them before ordering final action.

(2) Recommendations may range from termination and filling of criminal action to taking no action at all.

(3) Recommendations will be signed by DHB members along with a record of the vote made by each member.

1/02-15.12

Distribution

(1) Distribution of findings and recommendations will be distributed as follows:

- (a) Original to the Sheriff
- (b) Copy to the accused member.
- (c) Copy to the County Attorney's Office prosecutor.
- (d) Copy to member's personnel file.
- (e) Copy to member's division commander.

(f) Copy to DHB file.

(2) Additional distribution will be made only with permission of the Sheriff.

1/02-15.13 Appeal

(1) Appeal will be permitted by filing a request with the Sheriff.

1/02-15.14 Probationary Employees

(1) Probationary employees have no constitutionally protected property interest in their jobs. The full due process outlined in this section will not, therefore, be offered automatically to employees who are still on probationary status.

(2) When such hearing is allowed by the Sheriff, it will not be to satisfy the "rights" of the employee, but rather to satisfy the Sheriff's need for information prior to taking action on the matter in question.

1/02-16.00 Disciplinary Process — Reprimand

1/02-16.01 Written Reprimand

(1) When a supervisor or command level officer issues a written reprimand, he must first verbally explain the nature of the complaint to the accused member.

(2) Copies of the reprimand will be distributed to:

- (a) Accused officer;
- (b) Accused officer's personnel file; and
- (c) Sheriff.

1/02-16.02 Verbal Reprimand

(1) When a supervisor or command level officer issues a verbal reprimand, he should document the incident with a notation on the member's personnel file.

(2) Failure to document the reprimand may result in that warning not being given any consideration at a future disciplinary hearing.

(3) Warnings and informal actions prior to formal actions taken can be important in sustaining later formal disciplinary action. Many supervisors hamper the disciplinary process through ignorance of the need for, or laziness in submitting, documentation.

1/02-17.00 Outside Employment

1/02-17.01 Primary Responsibility

(1) In all cases of outside employment, the primary duty, obligation and responsibility of a member are, at all times, to the department.

(2) A member, while engaged in outside employment, if an occasion arises, shall at all times take proper action on any offense or condition of which he acquires knowledge, and which would normally require attention, including arrests and writing reports, if he is so authorized.

1/02-17.02 Probationary Officers

(1) Officers should avoid outside employment during their initial probationary period.

1/02-17.03 Restrictions and Regulation

(1) Members must receive approval from the Jail Administrator before engaging in outside employment.

(2) Authorization for outside employment shall extend only to work, location, employer, and conditions specifically approved.

(3) Authorization shall be valid for one year or until the completion date shown in the file. Members engaged in employment beyond one

year must re-submit their request for employment.

(4) The Jail Administrator will be notified immediately, in writing, whenever the approved employment is terminated for any reason.

(5) Officers so employed will be bound only by their police authority for the enforcement of the ordinances and laws of the City, State, and United States. Action in such capacity the officers may enforce or prevent a breach of the peace, but his authority does not extend to the enforcement of rules made in the interest of the management.

(6) Officers engaged in outside employment shall at all times take proper police action on any offense or condition which would normally require his attention, within the scope of his authority.

(7) Officers shall not split shifts to accomodate an outside work schedule.

(8) Officers shall be prohibited from using County vehicles or other equipment for purposes of outside employment. An exception to this regulation is the wearing of the official uniform, gun, badge, and uniform accessories when authorized to do so.

(9) No person on the payroll of the County shall engage in any outside employment which will impair the performance of his duties or be detrimental to the County.

(10) Authorization shall not be given for:

(a) Employment for anyone who contracts with the County.

(b) Employment which would result in, or tend to cause, a conflict of interest.

(c) Employment in excess of 20 hours per week; nor 4 hours on any scheduled working day, nor 8 hours on any scheduled day off, holiday or compensatory day.

(i) This restriction shall not apply to members working while on vacation or leave of absense.

(d) Employment where liquor is sold or consumed.

- (e) Employment where beer is sold or consumed.
- (f) Operating a taxicab.
- (g) Bill, check, or debt collection, or process server.
- (h) Engage in private investigation work.
- (i) Employment which assists in any manner the case preparation for the defense in any criminal action or proceedings, nor working for an attorney or bondsman.
- (j) Employment which requires access to Department files, records, or services as a condition for hiring or for any job which requires use of police power for civil purposes.
- (k) Employment at any business where there is an obligation for continuous police attention or where the operation is dependent upon Department approval for licenses.
 - (i) There may be circumstances where the Department may benefit from such employment. This will be a matter for the Jail Administrator or Sheriff to decide.
- (l) The Sheriff may impose other restrictions as they become necessary for the good of the department.
- (11) Members shall notify employers of outside employment restrictions, regulations, and rules.
- (12) No member shall engage in outside employment while "on duty".

1/02-17.04

Self-employment

- (1) Members who are self employed shall observe, generally, the regulations proscribed for employment by others. The primary duty, obligation, and responsibility of a member is to the department. Self employed members will not be required to submit a request, but will conform to restrictions and regulations listed.

1/02-17.05

Availability

- (1) When a member is at work on outside employment, he should leave word where he can be reached.
- (2) The primary responsibility of a member is to the department at all times. Members directed to report to work for overtime, a change in assignment, or other business will do so regardless of their secondary employment situation.

1/02-18.00

Medical

1/02-18.01

Employment Connected Injury

- (1) Every injury to an employee, fatal or otherwise, arising out of or in the course of employment, must be reported formally to the Jail Administrator.
- (2) Accidents causing no loss of time and where no medical or miscellaneous expense has been incurred will also be reported to the Jail Administrator.

1/02-18.02

Progress Report

- (1) When an employee is absent from work as a result of on-duty injury, the following procedures shall apply:
 - (a) When the member is absent from work seven days or more, he shall report his progress at least once a week to his supervisor.
 - (b) The Jail Administrator shall inform the Sheriff by written memorandum of said progress. The memorandum shall include:
 - (i) Employee's present condition;
 - (ii) Change in place of confinement (hospital, house, etc.), if any;
 - (iii) Last date worked;

(iv) Expected date of return.

(c) Upon the employee's return to work, the Jail Administrator shall submit a final memo indicating the employee's date of return to duty. It should also include work restrictions, if any, recommended by the member's physician.

(d) Should further absences result from this injury, the same notification by memo should be made.

1/02-18.03

Notification of Death or Serious Injury of Officer

(1) In the event that any officer is wounded or killed in the line of duty or dies from any other circumstances, it shall be the duty of the Sheriff to notify his immediate family of the injury or death.

(a) In the absence of the Sheriff, the responsibility would move down the Chain of Command.

(2) All such notifications shall be made in person, not by telephone nor by assignment to the subordinate.

1/02-19.00

Personnel Regulations

1/02-19.01

Interaction with Inmates

(1) Members shall not fraternize with nor hold unnecessary conversations with inmates. When answering questions, be brief, polite, and to the point.

(a) Never discuss inmates' cases with them.

(b) Officers shall not become involved, in any way, socially with inmates of the opposite sex, in or out of the jail.

(c) Officers shall not compromise jail security as a result of communication or interaction with inmates.

(d) Familiarity breeds contempt. Once an officer becomes overly familiar with inmates, his effectiveness is reduced.

- (2) Members shall not accept loans, gifts, gratuities, or other favors from inmates.
- (3) Members shall not loan money or other property to inmates, nor grant special or unauthorized favors.
- (4) Members shall not purchase, nor bargain for, items belonging to inmates of the jail.
- (5) If you have reason to believe that an inmate has information that is of value that he wishes to divulge, refer him to the Jail Administrator or the Sheriff.
- (6) No officer shall discuss with inmates the action of any fellow officer or any other law enforcement officers.
- (7) It is prohibited to discuss personal business or jail problems with inmates. Due caution should be exercised by officers at all times as to what they talk about, to whom they say it, and who can overhear; particularly discussions between officers concerning inmates and jail business.
- (8) Officers or employees of the jail will not be permitted to take inmates out of the jail for any reason except to perform jail work assignments. Any other reason for removing inmates not authorized by this manual must be approved by the Jail Administrator.

1/02-19.02

Rules

- (1) No jail officer shall leave his assigned post without securing permission from the supervisor.
- (2) When an officer does leave his assigned post, he shall secure all doors and lock up all inmates.
- (3) All unoccupied cells, dormitories, and tiers will be kept locked.
- (4) Inmate's cell assignment will not be changed by officers without authorization.
- (5) Officers shall refrain from using telephone for private

conversations, except in emergencies.

(6) Officers shall keep on the alert at all times, paying strict attention to the actions of all inmates, especially those under their direct control.

(7) Off duty officers will not be allowed to enter the jail without permission.

(8) All doors not in use will be kept locked. This includes empty cells, visiting rooms, storage rooms, etc.

1/02-19.03

Personal Conduct

(1) No jail employee will knowingly alter, falsify, or misrepresent the true facts on any jail form, card, order, or other item.

(2) Anyone removing county property, money, food, or other items from the jail without permission or authority to do so is subject to dismissal and/or prosecution.

(3) Off duty officers and others who, for business reasons, are permitted within the jail shall be instructed to go directly to their destination and shall not be permitted to loiter, coming or going.

(4) Any officer, on or off shift, who enters the jail while intoxicated will be subject to disciplinary action or dismissal.

(5) Officers arrested off-duty for criminal offenses will be subject to dismissal.

(6) Jail Officers will not represent themselves to the public while off-duty as deputy sheriffs; act improperly under the color of authority, or exceed in any way the authority vested in them by virtue of their appointment as corrections officers.

(7) No jail officer shall use his position as an employee of the County Sheriff's Office to solicit free admission to places of amusement, or to obtain free services, meals, or other gratuities.

(8) Jail Officers shall not use Sheriff's Department vehicles for

personal business or pleasure. Department vehicles shall not be taken from the boundaries of the County without the express authorization of the Sheriff.

1/02-19.04

Bringing Unauthorized Items into the Jail

- (1) Personal packages shall not be taken into or from the jail, except those items that are necessary in the performance of the employee's duties.
- (2) Staff members shall not carry out nor bring in letters, notes, books, food, or messages for inmates except as authorized in this manual.
- (3) Officers are prohibited from bringing into the jail any reading material except that authorized by the jail command. Authorized reading material shall include: the Montana Penal Code, the Jail Manual, correspondence courses pertaining to jail operation, and any other material authorized on an individual basis by the Jail Administrator.
- (4) Tape recorders, cameras, or radios will not be allowed in the jail except for those being used by sworn peace officers and officers of the court. Lawyers, Psychiatrists, Social Workers, and other persons granted access to the jail must have authorization from the Jail Administrator. All tape recorders will be submitted to the booking staff for inspection prior to admittance.
- (5) No fire arms shall be allowed inside the jail. Ammunition and handcuffs will not be allowed beyond the admission area. Weapons will be locked in the gun locker and keys secured.
 - (a) The Jail Administrator should be advised in writing if any peace officer or other person enters the jail with a fire arm. This would include prisoners who are found to have a fire arm or dangerous weapon during the search.
 - (b) It will be the policy of the jail to notify the agency head concerning any such incidents where their employees are in violation of this regulation.
- (6) Jail officers and other jail staff members will not carry firearms to

and from work unless authorized by the sheriff.

1/02-19.05

Shift Change

(1) All officers shall report for duty at the designated time and place. Any officer who finds that he will be unable to report at the proper time for any reason shall notify his supervisor at least three hours before hand. No officer may absent himself without securing permission from his supervisor.

(2) Each officer must remain on duty until his tour of duty has ended. The on-coming shift will report ten minutes before the shift officially starts to be briefed by the man he relieves. The man on shift will remain on his floor until the change-over is completed and then exit on the hour from the jail. There will no be congregating in the admissions office.

(3) Once an officer leaves the jail following the completion of his tour of duty, he shall not be allowed to return to the jail during off duty times without permission of the supervisor on duty.

1/02-19.06

Key Security

(1) Never release your keys, except to your relief officer.

(2) Inmates shall not be allowed to use, carry, possess, or otherwise control any jail keys.

(3) All key cabinets will be kept locked at all times.

(4) Keys will not be left lying on desks, counters, or in other areas that are exposed to inmates. Keys must be kept as secure as possible and not handled carelessly or mislaid.

(5) Report the loss of keys immediately to the jail administration.

(6) When taking control of a ring of keys, they should be counted to determine if they are all accounted for.

1/02-19.07

Personal Appearance

- (1) Officers will wear the prescribed uniform unless excused by the jail command. Uniforms will be kept clean and neatly pressed.
- (2) Officers not in uniform will wear an identification badge or pass while in the jail.
- (3) Beards will not be permitted; however, sideburns and mustaches will be permitted if neatly trimmed.
- (4) Contemporary hairstyles will be permitted, if the length is not excessive.
 - (a) The Jail Administrator will notify any jail officer through his supervisor if his hair is too long.

1/02-19.08

Alcohol and Drugs

- (1) No member shall drink while on duty, nor come to work while under the influence of alcohol. The odor of alcohol on the member's breath shall be cause for his supervisors to request he take a chemical sobriety test.
- (2) Members shall not excessively use intoxicants.
- (3) Members shall not use nor possess narcotics or dangerous drugs in violation of Montana Code. Drug use will be permitted only when prescribed by, and taken in accordance with instructions of a licensed physician.
- (4) An officer whose ability to function is impaired as a result of the authorized use of drugs will be asked to leave work and take sick leave or other appropriate leave at the discretion of the supervisor or sheriff.

1/02-19.09

Dereliction of Duty

Dereliction of duty on the part of any member prejudicial to the proper performance of the functions of the department is cause for disciplinary action and/or dismissal. The following acts or omissions shall constitute dereliction of duty:

- (1) Failure to obey orders, or willful or repeated violation of any rule, regulation, policy, or procedure of the jail.
- (2) Failure to properly report incidents occurring in jail.
- (3) For any member to be absent without authorized leave. This rule may be extended to include failure to report to duty on time, or leaving a place of duty or assignment without authorization.
- (4) For failing to assist or support fellow officers, or perform duties out of fear or cowardice.
- (5) For sleeping on duty.
- (6) For failure to complete required training requirements.
- (7) For neglect of duty.
- (8) For reading any books, newspapers, or magazines, while on duty, unless authorized or assigned by supervisor.
- (9) For displaying a reluctance to properly perform assigned duties or acting in a manner tending to bring discredit upon himself, the jail, or the department; or failing to exercise diligence and interest in pursuit of duties.

1/02-19.10

Insubordination

- (1) Any officer who willfully disobeys or disregards the direct order, verbal or written, of a superior officer will be considered to be insubordinate.
- (2) In the event of conflict of orders, the member shall respectfully call the attention of the supervising officer giving the last order to such conflict. Should the latter not change the order, it shall be obeyed and the officer thereafter shall not be responsible for the actions taken at the order of the superior officer.

1/02-19.11

Misrepresentation

(1) Members shall not make false statements to superior officers when questioned or interviewed.

(2) Members shall not falsify reports or documents, knowingly allow inaccurate or incorrect material to be accepted as valid.

1/02-19.12

Handcuffing Inmates

(1) All incoming inmates will be handcuffed before being allowed access to the admission area.

(a) In special cases where there is adequate cause the supervisor may authorize entry without handcuffs.

(2) Any prisoner being transported by jail staff members will be handcuffed.

(3) Prisoners will remain handcuffed in doctors' offices, hospitals, V.D. clinics, or other such locations unless medical staff requires the cuffs be removed to aid treatment or examination.

1/02-20.00

Conduct of Jail Personnel

1/02-20.01

Purpose

(1) The purpose of this section is to set forth a code of conduct for jail personnel.

(2) The code represents the philosophy of jail and the intended attitude of the staff.

1/02-20.02

Code of Conduct

(1) Maintaining a confident decisive attitude, but never be afraid to seek assistance if a problem seems beyond your ability to handle it.

(2) Maintain self control and self discipline at all times. An officer who cannot control himself will not be able to control inmates.

(3) Never bully prisoners nor make threats which cannot be carried out. An officer who makes threats but lacks the ability to carry them out is inviting trouble. He will be ineffective in future efforts to control prisoners.

(4) Never argue with inmates. The officer who argues with an inmate can only lose.

(5) All prisoners will be treated impartially, regardless of race, religion, creed, or nature of crime.

(6) An officer's only job is the care and custody of the inmates. You are not their judge, jury, counselor, friend, or advisor.

(7) Jail officers will be friendly but firm and uncompromising.

(8) Our success in effectively running the jail operation will be determined to a considerable extent by the treatment of the prisoners, by their morale and their willingness to cooperate in an admittedly difficult environment. It is the job of each jail officer to treat inmates in a humane, considerate fashion, with intelligent use of discipline to maintain the safety and security of the prisoners and jail staff.

1/02-20.03

Recommendations and Grievances

(1) Jail officers having grievances or who wish to make recommendations regarding the operation of the jail, will submit a written Memorandum to the Jail Administrator outlining the grievance or recommendation.

(2) Recommendations for improvement of jail operation will be considered at the weekly staff meeting. The decision relating to the recommendation whether it be negative or positive, will be prepared in writing. The original recommendation and a copy of the decision shall be placed in the officer's personnel file, and a copy will be sent to the officer.

(a) The Jail Administrator shall maintain a permanent file on recommendations and decisions relating to them in his office.

(3) Grievances shall be heard by the Jail Administrator within seventy-

two (72) hours of receipt.

- (a) The Jail Administrator may make necessary investigations into the grievance; or
 - (b) call the officer, who submitted the grievance, for an interview; or
 - (c) refer the matter back to the officer's supervisor for disposition.
- (4) Findings of fact and written decisions shall be prepared on all officer grievances.
- (5) The officer will be notified in writing as to the decision of the Jail Administrator in relation to his grievance.
- (6) In the event the officer is not satisfied with the decision of the Jail Administrator, he may file an appeal with the Sheriff. Such appeals must be in writing.
- (7) Upon receipt of an appeal request, the Sheriff shall:
- (a) Conduct whatever investigation is necessary; or
 - (b) uphold the decision of the Jail Administrator; or
 - (c) refer the matter back to the Jail Administrator for reconsideration; or
 - (d) overrule the decision of the Jail Administrator.
- (8) Appeal decisions shall be prepared in writing and distributed to the appropriate officer, i.e. Jail Administrator, Aggrieved Officer etc.
- (9) If an officer is still not satisfied with the decision, he should contact his employment representative, merit commission, or an attorney.

CHAPTER THREE

1/03-00.00

WRITTEN ORDER, COMMUNICATIONS AND PUBLIC RELATIONS

1/03-01.00

General

1/03-01.01

Purpose

- (1) This chapter covers the policy and procedures concerning official written communication in the jail.
- (2) Communication covered includes:
 - (a) The Jail Policy and Procedure Manual.
 - (b) General Orders.
 - (c) Special Orders.
 - (d) Memorandums.
 - (e) Letters.
 - (f) Other official Correspondence.

1/03-02.00

Jail Policy and Procedures Manual

1/03-02.01

Purpose

- (1) The Jail Policy and Procedures Manual (JPPM) contains the policy, procedures, organization and administrative relationships of the County Jail.
- (2) The provisions of the JPPM shall be effective immediately upon issue and shall remain in effect until rescinded, or revised by revision of the concerned chapter or issuance of a General Order.

(3) The Jail Policy and Procedures Manual shall be reviewed at least once every year to update or alter in light of court and legislative decisions. It may be updated more often if procedures are changed.

(4) The Jail Policy and Procedures Manual will be extensively used as part of the jail's ongoing training program, and it shall also form a basis for inspections and evaluations of the jail.

1/03-02.02

Distribution

(1) Each member of the jail staff shall be issued a numbered copy of the Jail Manual.

(2) Courtesy copies of the Manual will be given to allied agencies, law enforcement departments, and others upon request when approved by the Sheriff or the Jail Administrator.

1/03-02.03

Maintaining Manual

(1) Members will keep and maintain the JPPM throughout the period of their employment, updating the Manual with new chapters, revisions, or deletions.

(2) Upon completion of jail employment, the JPPM will be returned to the jail.

(3) The Jail Administrator will periodically inspect members' manuals to insure proper updating.

1/03-02.04

Members Responsibility

(1) All members will be held accountable for compliance with information contained in the Manual.

1/03-02.05

Confidentiality

(1) The contents of the JPPM shall be considered to be confidential and shall not be shown nor provided to persons not specified in this

chapter unless approved by the Jail Administrator or the Sheriff.

(2) Some portions of the JPPM will be posted or issued to inmates, or others, as a matter of policy. Such access to the information in the JPPM will be approved by the jail command, and thereafter those portions of the Manual will not be covered by the need to remain confidential.

1/03-02.06

Other Manuals

(1) Each supervisor and all members of the Jail Administrator will be required to maintain the standard policy and procedures manual for the County Sheriff's Department and make that Manual available to subordinates.

(2) Other manuals may be issued to supplement the JPPM. Such manuals will be specialized and issued to those members affected.

1/03-03.00

General Orders

1/03-03.01

Purpose

(1) The General Orders of the jail are those written orders issued by the commanding officer of the jail which establish, amend or rescind policy or procedures of that division.

(2) General Orders may or may not, be accompanied, or followed by appropriate revisions of the JPPM.

(3) General Orders will remain in effect until rescinded or amended by later General Orders or new or amended chapters added to the JPPM.

1/03-03.02

Distribution

(1) The following persons in the jail will receive copies of the General Orders:

(a) Commanding Officer

(b) Executive Officer

(c) Supervisors

(2) A copy of each General Order will also be sent to the Sheriff and Chief Deputy.

1/03-03.03

Responsibility to Maintain General Orders

(1) Each supervisor will be required to maintain a book for General Orders.

(2) Each supervisor will have each member he supervises read and initial his copy of the General Order. Each member who reads and signs the Order will thereafter be responsible for knowledge of that information.

(3) Additional books to maintain copies of General Orders may be established according to the perceived needs of the individual supervisors.

1/03-03.04

Numbering General Orders

(1) General Orders will be numbered with the last two digits of the year in which they are published, followed by a number representing the chronological order of that General Order for the year.

(2) For example the third General Order in 1981 will be designated as "General Order #81-3."

1/03-03.05

Conflict with Manual

(1) If a conflict between the JPPM and a General Order occurs, the date of the publication of the chapter of the JPPM and General Order will determine which source is policy.

(2) The same process will be applied to conflicts between General Orders.

1/03-03.06

Authority to Issue

(1) General Orders will be signed only over the signature of the Commanding Officers of the Jail or the Sheriff.

1/03-04.00

Special Orders

1/03-04.01

Purpose

(1) Special Orders are issued to announce policy or procedures with regards to a specific circumstance or event which is of a temporary or self-canceling nature, or which has applicability only to a specific segment or activity of the department.

1/03-04.02

Distribution

(1) Distribution for Special Orders will generally be the same as the distribution for General Orders.

(2) The distribution will be reduced if the Special Order doesn't require distribution to all areas of the jail operation.

1/03-04.03

Responsibility of Members

(1) Supervisors shall ascertain that the affected men of their command promptly execute Special Orders and that a chronological file of all Special Orders be kept.

(2) Jail staff members, immediately upon receipt of the Special Orders, shall take whatever action necessary to execute the order. The Special Order shall be their authority to act.

1/03-04.04.

Numbering Special Orders

(1) Special Orders will be numbered with the last two digits of year in which they are published, followed by a number representing the chronological order of that Special Order for the year.

(2) For example, the seventh Special Order in 1981 will be designated as "Special Order #81-7."

1/03-04.05

Items Covered by Special Orders

- (1) Special procedures for limited duration.
- (2) Announcements of special security needs.
- (3) Promotion, demotion, transfer, suspension, resignation or discharge announcements.
- (4) Assignment of new personnel.
- (5) Announcements of special events, or circumstances.

1/03-05.00

Memorandums

1/03-05.01

Purpose

(1) Memorandums may be issued by the Jail Administrator or other supervisors for the purpose of disseminating information or instructions which do not warrant a General Order or Special Order. Memorandums may also be used to explain or emphasis portions of previously issued orders, or to inform members of action or policy of other agencies.

1/03-05.02

Distribution

- (1) The nature of distribution of Memorandums will be subject to the descretion of the issuing officer.
- (2) One copy should, however, be submitted to the jail command for review.

1/03-05.03

Addressing Memorandums

- (1) Memorandums shall be addressed as follows:

MEMORANDUM

To: (Name and Title of Addressee)

From: (Name and Title of Writer)

Dated: (Month, day and year)

Subject: (Short title of subject matter)

1/03-06.00 Official Correspondence

1/03-06.01 Authority

(1) All official correspondence originating within the jail and addressed to agencies outside the department shall be approved by the Jail Administrator.

(2) Letters which, according to the Sheriff's Department Policy and Procedures Manual (SPPM) must go out over the Sheriff's signature, will be forwarded to the Sheriff for review and approval.

(3) Official correspondence requiring personal approval of the Jail Administrator and/or the Sheriff include:

(a) Letters relating to the budget, planning, policy, and other administrative concerns of the department.

(b) Letters to the Board of County Commissioners, County Auditors, and other official bodies of the county.

(c) Letters to the Governor, Attorney General, or other state officials.

(d) All other correspondence of direct concern to the Jail Administrator or Sheriff.

(4) Mail not included under number (3) above will not require approval, neither shall it be required to go out under the name or title of the jail commander or the Sheriff.

1/03-06.00 Public Relations

1/03-06.01 Role of Individual Officer

(1) An officer must treat a person with as much respect as that person will allow, and he must be constantly mindful that the people with whom he is dealing are individuals with human emotions and needs. Such conduct is not a duty imposed in addition to an officer's primary responsibilities, it is inherent in them.

(2) In dealing with people, each officer must attempt to make his contact one which inspires respect for himself as an individual and professional and one which generates the cooperation and approval of the public. While entitled to his personal beliefs, an officer cannot allow his individual feelings or prejudices to enter into public contact. However, since an officer's prejudices may be subconsciously manifested, it is incumbent upon him to strive for the elimination of attitudes which might impair his impartiality and effectiveness.

1/03-06.02

Attitude

(1) The attitude of each member shall be one of service and courtesy, but not servility or softness. In non-restrictive situations, the member should be pleasant and personal, and on occasions calling for regulation and control, the attitude shall be firm and impersonal, but avoiding even an appearance of rudeness.

1/03-06.03

Criticism of the Department

(1) No member shall voice public criticism of the jail or any other member. Such criticism undermines public confidence in the jail and reflects not only upon the jail but upon the individual member and the department in general.

1/03-07.00

Press Relations

1/03-07.01

General

(1) The jail operation in a free society must not be shrouded in secrecy. It is necessary that there be full public disclosure of policies and an openness in matters of public interest. Consistent with protection of the legal rights of involved individuals and with consideration of the necessity for maintaining the confidentiality of jail records and other

primary jail responsibilities, the jail is to disseminate accurate and factual accounts of occurrences of public interest. Additionally, the jail must strive to make known and accepted its objectives and policies.

(2) A free press serves the public by supplying needed information, by stimulating thought, and by providing a medium of expression.

1/03-07.02

Freedom of the Press

(1) The First Amendment to the United States Constitution guarantees freedom of the press.

"Congress shall make no law ... abridging the freedom of speech or of the press..."

1/03-07.03

Jail's Role

(1) The jail actively seeks to establish a cooperative climate in which the news media may obtain information on matters of public interest in a manner which does not hamper jail operations. However, certain information must be withheld from the news media in order to protect the constitutional rights of an accused, to avoid interfering with an investigation, or because it is legally privileged.

1/03-07.04

Responsibility for Release of Information

(1) When an event is of such a nature as to be of interest to the news media, they should be notified. Normally the Jail Commander will make such notification. In event of unusual circumstances or a question as to whether or not information should be released, the Sheriff will be contacted prior to releasing any information.

1/03-07.05

Scope and Content

(1) The rules listed below shall apply to the release of all information to the news media from the time a person is arrested or charged with an offense until the case has been disposed of by trial or otherwise.

(2) The following information, unless otherwise limited, may be released by the jail to the press.

(a) The defendant's name, date of birth, address, employment, marital status, and other such identifying information.

(b) The substance or text of the charge.

(c) The identity of the investigating and arresting officers and the length of the investigation.

(d) The circumstances immediately surrounding an arrest, including the time and place of arrest, resistance, pursuit, possession and use of weapons, and a description of items seized at the time of arrest.

(3) Information released should be factual, not conjectural.

(4) At no time shall an officer release any information with the intent of influencing the outcome of the defendant's trial, neither should any information be released relating to the defendant's background or circumstances of the arrest if it would be highly prejudicial, and where the release thereof would serve no legitimate law enforcement function. Such information would include:

(a) Observations about a defendant's character.

(b) Statements, admissions, confessions, or alibis attributable to a defendant.

(c) References to investigative procedures, such as fingerprints, polygraph examinations, ballistic test, or laboratory tests.

(d) Statements concerning the identity, credibility, or testimony of prospective witnesses.

(e) Statements concerning evidence or argument in the case, whether or not it is anticipated that such evidence or argument will be used at the trial.

(5) These rules shall not restrict the release of information concerning a defendant who is a fugitive from justice.

1/03-07.06

Deceased Person

(1) When an event involves the death of a person, information containing the victim's name should not be released until after notification of next of kin.

1/03-07.07

News Media Credentials

(1) To assure the jail is communicating with an authorized news media representative proper press identification shall be shown before any information is given.

1/03-07.08

Press Spokesperson

(1) The Sheriff shall appoint one officer, from the Department, to function as the press spokesperson for the Department.

(2) The spokesperson shall act as liason between the Department and the News Media.

(3) Any information requested by, or to be sent to the news media, will be handled by the press spokesperson.

1/03-08.00

Relations with Allied Agencies

1/03-08.01

Cooperation

(1) Officers shall cooperate with all agencies engaged in the administration of criminal justice and other public departments, giving to each all aid and information they may be entitled to receive.

1/03-08.02

Criticism of Other Agencies

(1) In matters which officers believe justified, complaints and/or criticism of other agencies, the complaints shall be channeled through the chain of command.

(2) Public statements, if any, criticizing any other agency in the

criminal justice system should emanate from the Sheriff, or Jail Commander.

(3) Personnel of the jail shall adopt a professional attitude and shall not criticize, in public, the County Attorney's Office or the Courts concerning the circumstances surrounding unpopular dispositions of cases.

1/03-08.03

Requests for Assistance from Outside the County

(1) No employee shall be sent to another county without proper authorization, and also not without notifying the Jail Commander of the men assigned.

CHAPTER FOUR

1/04-00.00

STAFF TRAINING

1/04-01.00

Policy

- (1) Training of jail personnel shall be an ongoing process.
- (2) Detailed training objectives will be established based upon specific job descriptions and applicable jail standards.

1/04.02.00

Procedures

1/04-02.01

Recruit Training

- (1) It is unlikely that the jail will hire persons who have any significant training in the area of jail operations, therefore, it is important that these newly hired officers receive some preliminary training.
- (2) Each newly hired officer will be required to attend twenty-four (24) hours of pre-assignment, formal training. This training shall include:
 - (a) Correctional history and philosophy;
 - (b) Admission and Release procedures;
 - (c) Personal Search;
 - (d) Cell Search;
 - (e) Prisoner Counts;
 - (f) Security Procedures;
 - (g) Transportation Procedures;
 - (h) Jail Climate;

- (i) Supervision of Prisoners;
 - (j) Inmate Discipline;
 - (k) Special Prisoners.
- (3) At the completion of the formal training program the newly hired officer shall be assigned to a position in the jail.
- (4) After being assigned a position, the newly hired officer will receive an additional twenty-four (24) hours of supervised training (OJT).
- (a) The officer supervising the OJT program will submit an OJT form at the completion of each eight hour shift.
 - (b) The OJT form will contain:
 - (i) name of the officer being trained;
 - (ii) training given;
 - (iii) hours spent on each area of training;
 - (iv) officer's performance.
- (5) At the completion of the recruit training, the officer will be required to attend the formal training classes provided by the jail.

1/04-02.02

In-service Training

- (1) The jail command shall provide forty (40) hours of in-service training each year for all jail officers.
- (2) The jail command shall hold monthly training classes of at least 3.5 hours each month. Training shall cover, but not be limited to:
- (a) Security Procedures;
 - (b) Inmate Supervision;
 - (c) Inmate Rights;

- (d) Use of Force
- (e) Emergency Procedures;
- (f) First Aid;
- (g) Report Writing;
- (h) Physical Fitness.
- (i) Use of Firearms

(3) Officers should also be encouraged to attend any classes related to corrections, and training credit should be given.

1/04-02.03

Supervisor Training

(1) All supervisors working in the jail shall receive eight hours of training annually, in addition to the required forty (40) hours, of supervisory training.

(2) The training shall include, but not be limited to:

- (a) Administrative and management theory and practice;
- (b) Employee/management relations;
- (c) Labor laws;
- (d) Decision making;
- (e) Training and practices and administration;
- (f) Interaction of elements of the Criminal Justice System; and
- (g) Government organization and inter-relationships with other governmental agencies.

1/04-03.00

Training Supervisor

1/04-03.01

Designated Person

(1) The Jail Commander shall designate one jail officer to be responsible for the training program.

1/04-03.02

Responsibility

(1) The training supervisor will be responsible for:

(a) Development of training goals and objectives;

(b) Develop the yearly training schedule for staff and supervisory personnel;

(c) Coordinate the training program with outside agencies to provide the best possible training on any subject matter.

(d) Develop and maintain a training record for each officer.

1/04-04.00

Training Record

1/04-04.01

Individual Record

(1) The training supervisor will be responsible for maintaining the training record on each jail officer.

(2) The training record shall be maintained in the officer's personnel file. The training record shall include:

(a) Employee's name;

(b) Date of hire;

(c) Title of training attended;

(d) Officer's performance during training sessions;

(e) Number of credit hours;

(f) Test scores;

(g) Certificates of Training;

(h) Recommendations for special training or needs.

(3) A report of all monthly training shall be prepared and submitted to the jail commander.

1/04-05.00 In-Service Training Requirements

1/04-05.01 Mandatory Training

(1) Jail officers shall consider all training to be mandatory.

(2) Officers unable to attend training sessions shall submit a written report explaining to the jail command the reasons for their failure to attend the training.

(3) Failure to attend training sessions, without submitting a written report may result in disciplinary action being taken against the officer.

(4) Failure to complete the required training for the year may result in disciplinary action being taken.

1/04-06.00 State Training Requirements

1/04-06.01 Requirement

(1) Within eighteen (18) months of the initial hiring date, jail officers must successfully complete the Basic Jail Operations Course, conducted by the Montana State Peace Officers Standards and Training (POST).

1/04-06.02 Training

The following subject matter will be taught in the Basic Jail Operations Course:

(1) Security Procedures;

(2) Inmate Supervision;

- (3) Inmate Rules and Regulations;
- (4) Disciplinary detention and administrative segregation;
- (5) Inmate Rights under the Constitution of the United States;
- (6) Use and control of physical force;
- (7) Emergency Procedures;
- (8) First Aid;
- (9) Dealing with minorities;
- (10) Dealing with repeat offenders;
- (11) Problem Solving;
- (12) Counseling and guidance;
- (13) Communication skills;
- (14) Report Writing;
- (15) Classification Procedures;
- (16) Special Prisoners;
- (17) Fire Arms Training.

1/04-06.03

Certification

- (1) Officers who fail to complete the Basic Jail Operations Course will not receive a certificate of training.
- (2) Officers not receiving their certificate of training will not have the authority to work in a jail.

CHAPTER FIVE

1/05-00.00

JAIL FACILITIES

1/05-01.00

Physical Facilities

1/05-01.01

General

(1) The jail is designed and constructed to afford inmates adequate shelter, heat, light, and ventilation and at the same time confines them securely and prevents escapes.

(2) The jail shall not house more inmates than its design capacity, unless specifically ordered by the Court. Emergency situations may force populations up over the maximum amount, but this will be for a temporary period.

(3) The jail is designed, constructed and maintained to be vermin free. All possible steps are taken to see that the jail remains vermin free.

(4) There is adequate space in the jail to provide office space for administration, professional and clerical staff, as well as conference room, employee lounge, records storage area, public lobby and toilet facilities.

(5) All areas of the jail are kept under constant surveillance by jail staff either directly or by television or other monitoring devices.

(6) The jail is designed, constructed, furnished and equipped with fire-retardant materials, fire boundaries, easily accessible and clearly marked fire escapes, heat and smoke detectors, and fire extinguishers sufficient to prevent major damage to the jail or critical injury to the occupants.

(7) All individual occupancy cells in the jail provide at least seventy (70) square feet of floor space if the occupants are required to remain in them for twenty-four (24) hours continually.

(8) All general population cells in the jail have access to natural light,

through windows.

(9) All multiple occupancy cells or dormitories in the jail provide at least 1,680 square feet-hours of living space per day.

(10) No cell in the jail provides less than eight (8) feet of clear floor-to-ceiling height to its occupants.

(11) Each bunk in each cell is at least two and one-half (2 1/2) feet wide and seven (7) feet long, and provides at least eighteen (18) inches of vertical clearance from all overhead obstructions.

(12) There is at least thirty-six (36) square feet of common space (day room, library, dining room, etc.) for each inmate of the jail at maximum design capacity.

(13) There is an adequate outdoor exercise area.

(a) Whether indoor or outdoor, the exercise area is large enough and/or sufficiently equipped to provide for adequate maintenance of muscular and vascular conditioning by all inmates.

(14) Non-Contact visitation areas are designed and constructed so that inmates and visitors can see and hear each other clearly as they talk, without being disruptive to the visitations rights of other inmates.

(a) Visitation windows are no smaller than 12" x 14".

(15) There is an indoor or day room exercise area at least large enough to allow each inmate to have one (1) hour of exercise each day.

(16) Jail occupants are to be provided with a minimum of 1,680 square feet-hours of living space per day.

(a) The living room may include, cell, day room, recreation, etc.

(17) The jail has an emergency lighting and electrical system in the event there is a power failure.

(18) There is at least one shower area for every sixteen (16) inmates.

2/00-00.00

ADMISSIONS

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CHAPTER ONE

2/01-00.00

ADMISSIONS PROCEDURES

2/01-01.00

Identity of Arresting or Transporting Officer

2/01-01.01

Policy

(1) No person will be admitted to the custody of the County Jail, unless the officer transporting the prisoner is positively identified.

2/01-01.02

Procedure

(1) The admitting jail officer will request to see documentary identification of the transporting officer. Such identification shall include:

(a) a badge and photo I.D. for law enforcement officers, showing unit number and signature of agency head;

(b) an official photo I.D. for officers of any probation department.

(c) such other identification as the admitting jail officer deems necessary to establish positive identity.

(2) If the transporting officer cannot or will not produce proper identification, or if the identification produced does not conform to the officer's person, the admitting jail officer will refuse to accept custody.

(3) If custody is refused, the facts and circumstances surrounding the refusal will be noted by the admitting jail officer in a written report to the administration, and in the daily log.

2/01-02.00

Legal Commitments

2/01-02.01

Policy

(1) No person will be accepted into the County Jail without clear and documented legal authority.

2/01-02.02

Procedure

(1) Immediately following the review of the transporting officer's identification, the admitting jail officer will obtain from the transporting officer the legal documents authorizing custody.

(2) The admitting jail officer will review the documents for proper execution. Such documents would include:

- (a) Mitimus issued by the Court for execution of sentence;
- (b) Court orders or order from the Attorney General's Office of the State specifying the detention of state witnesses;
- (c) arrest warrants from the county or district courts;
- (d) transfer papers or hold orders from the Federal Bureau of Prisons or the State Department of Corrections;
- (e) bond forfeiture papers approved by the clerk of the court;
- (f) warrants signed by the arresting officer.

(3) If the transporting officer is unable to produce valid commitment documents. The admitting jail officer shall not accept the inmate.

(4) If the admission of the prisoner is refused due to lack of proper documentation, the facts and circumstances of the refusal will be noted in the daily log, and in a written report to the Jail Administrator.

2/01-03.00

Condition of Prisoner

2/01-03.01

Policy

(1) It is the policy of the County Jail that no person will be admitted

to the jail in an unconscious state, and that any evidence of illness or injury will be given prompt attention by medical personnel, prior to acceptance of custody.

2/01-03.02

Procedure

- (1) The admitting jail officer will carefully observe the physical condition and behavior of the prisoners being admitted.
- (2) If the injury, illness, or emotional state of the prisoner appears serious, the admitting jail officer will:
 - (a) refuse acceptance of custody and direct the arresting officer to seek medical attention for the prisoner;
 - (b) not accept custody until the arresting officer provides documentation of the prisoner's medical treatment.
- (3) If the prisoner's behavior appears to be effected by the use of drugs or alcohol, the admitting jail officer shall follow the steps outlined in section 6/01-10.00 of this manual that deal with drug addicts or alcoholics.
- (4) If the prisoner's injuries appear minor in nature:
 - (a) the admitting jail officer will notify the supervisor prior to accepting the prisoner;
 - (b) the supervisor will carefully observe the prisoner's injuries and determine the need to call the jail physician or the local paramedics.
- (5) Until the jail physician examines the prisoner for acceptance, the admitting jail officer will not accept custody of the prisoner and will direct the arresting officer to remain with the prisoner in the booking area.
- (6) If, after examination, the jail physician determines that the prisoner should not be admitted into custody, the admitting jail officer will refuse acceptance and return the commitment documents to the arresting officer.

(7) Any incident which results in the refusal of admission or transfer of custody will be noted by the admitting jail officer in the daily log, and a written report will be forwarded to the Jail Administrator.

(8) Any medical records received by the admitting jail officer will be placed in the prisoner's medical file.

2/01-04.00 Admitting Female and Juvenile Prisoners

2/01-04.01 Female Prisoners

(1) Female prisoners will be admitted under the above system. For more details of admitting and dealing with female prisoners see section 2/07-00.00 of this manual.

2/01-04.02 Juvenile Prisoners

(1) See section 3/04-00.00 of this manual for information dealing with the admitting and dealing with juvenile prisoners.

CHAPTER TWO

2/02-00.00

FRISK SEARCH

2/02-01.00

Policy

(1) Staff members of the County Jail will make every effort to prevent the introduction of contraband into the jail while respecting the persons and property of persons being admitted.

2/02-02.00

Procedure

(1) While a prisoner is being accepted into custody, the admitting jail officer shall immediately conduct a frisk search of the prisoner before placing him in a holding cell to determine if any contraband article is concealed on his person.

(2) The frisk search shall be performed in accordance with the procedures as outlined in section 2/14-00.00 of this manual and with the greatest degree of dignity possible for the prisoner. Under no circumstance shall a jail officer direct any personal remarks to a prisoner being frisk searched, concerning his person, attire, or physical attributes.

(3) In the event that contraband is found on a prisoner, the admitting jail officer will immediately conduct a strip search in compliance with the procedures of section 2/14-04.00 of this manual.

CHAPTER THREE

2/03-00.00

NOTICE OF INCARCERATION

2/03-01.00

Policy

(1) Staff members of the County Jail will afford reasonable opportunity for newly admitted prisoners to contact persons to secure release, seek legal advice, and to provide notification of incarceration to family or friends.

2/03-02.00

Procedures

(1) Following the search procedures and before being placed in the regular jail population, the newly admitted prisoner will be allowed access to the telephone and the directory located in the admissions office.

(2) The prisoner will be allowed at least two (2) completed telephone calls.

(3) If, after several attempts, the prisoner fails to reach either of the called parties, the prisoner will be allowed to repeat telephoning periodically during the remainder of the admissions process, until the calls can be completed or the admissions process is completed, whichever comes first.

(4) The admitting jail officer will allow long distance calls by the prisoner but will obtain the name and number of the person to be called and will place a collect call for the prisoner.

(5) If, after the completion of the admission process, the prisoner is unable to contact parties by telephone, the prisoner will be allowed to place additional calls as soon as possible after being placed in a regular cell.

(6) The admitting jail officer will note on the telephone log the fact that the prisoner was unable to complete his calls during the admissions process.

CHAPTER FOUR

2/04-00.00

RECORDS AND REPORT

2/04-01.00

Policy

- (1) Accurate and complete records will be maintained for all newly admitted prisoners to verify that all laws, standards and procedures have been followed.
- (2) The jail shall maintain a master file on each inmate housed in the jail.

2/04-02.00

Procedure

- (1) Before the prisoner is moved from the booking or holding areas to the general population areas of the jail, the following records shall be completed:
 - (a) Receipt of Handbook form;
 - (b) Prisoner property and money envelope;
 - (c) Booking Form;
 - (d) Prisoner I.D. Form;
 - (e) Cell assignment card;
 - (f) daily log;
 - (g) Preliminary Health Screen Form;
 - (h) the booking card;
 - (i) FBI and BCI fingerprint report forms, felons only.

(2) The admitting jail officers will restrict questioning to the information necessary to complete the admissions records. Under no circumstances will the admitting jail officer question the prisoner about the offense for which the prisoner is being incarcerated.

(3) At no time during the admission process will the prisoner be allowed to have booking documents in his possession. Throughout the process, all forms, documents, and other records will be in the sole possession of the admitting jail officer.

(4) If the admitting jail officer suspects that information given by the prisoner is inaccurate the jail officer will attempt to verify the information by:

- (a) Checking N.C.I.C.;
- (b) Checking existing jail files;
- (c) Calling other law enforcement agencies;
- (d) Calling probation or parole agencies;
- (e) Calling family members named by the prisoner.

(5) At the completion of the admission process, the records and reports listed above will be placed in the appropriate storage areas or be forwarded to the appropriate agency.

2/04-02.01

Contents of Inmates Master File

(1) All reports, except medical reports, concerning the inmate shall be filed in the inmate's master file.

(2) Reports to be filed are:

- (a) discipline reports and disposition;
- (b) grievances, and disposition;
- (c) letters to and from the administration;

- (d) telephone records;
- (e) other records relating to the inmate.

2/04-02.02

Availability of Inmate Records

- (1) Records in the inmate master file will be made available to Criminal Justice personnel, Court Officials, the inmate, or his attorney.
- (2) The inmate's master file is not to be open to the public unless so ordered by the court.

CHAPTER FIVE

2/05-00.00

INMATE PERSONAL PROPERTY

2/05-01.00

Policy

- (1) The personal property of prisoners will be respected by jail staff and will be handled with care to prevent loss, theft or damage.
- (2) Prisoners of the County Jail will only be allowed to keep with them those items of personal property authorized by the jail administration. All other items will be stored in a safe place pending the inmate's release.

2/05-02.00

Procedures

2/05-02.01

Confiscation

- (1) The admitting jail officer will, during the search procedures, confiscate all personal property of the inmate, including:
 - (a) money;
 - (b) belts, ties, hats, jackets, coats, and shoes;
 - (c) all contents of prisoner's pockets;
 - (d) other items not part of the prisoner's clothing such as purses, back-packs, key chains, watches, jewelry, check books, etc.;

2/05-02.02

Description of Property

- (1) On the prisoner property form, the admitting jail officer will list and describe all items taken from the prisoner, that will be stored by the jail.
- (2) This description will be thorough, describing colors, brand names,

damage, size, etc.

2/05-02.03

Property Storage

(1) All items, except money, will be placed in a property envelope for storage, during the prisoner's stay. If any item is too large to be placed in the property envelope, it will be listed and described on the envelope and a property tag will be attached to each item.

(2) The prisoner's name and date of admission will be noted on the property tag.

2/05-02.04

Money

(1) The admitting jail officer will count the prisoner's money, in the presence of the prisoner, and place the money in a separate envelope, noting the amount of the money, the prisoner's name and date of admission will be printed on the face of the envelope.

(2) A money receipt will be issued to the prisoner for the sum of money taken by the jail admitting officer.

(3) Receipts for amounts of money over fifty dollars (\$50.00) shall be signed by two officers, with both officers counting the money.

2/05-02.05

Seal and Sign

(1) When the above step has been completed, the admitting jail officer will then seal both the property and money envelope and sign each with his name, unit number, date and time.

2/05-02.06

Prisoner's Signature

(1) The admitting jail officer will then obtain the prisoner's signature on both envelopes and property tags.

(2) If the prisoner refuses to sign either envelope, the admitting jail officer will secure another officer as witness. The other officer will

write his name, unit number, date and time on the envelope and tags with the notation that the prisoner refused to sign.

2/05-02.07

Storage

(1) When the above steps have been completed, the admitting jail officer will place all envelopes and tagged property in the prisoner's locker in the property room.

CHAPTER SIX

2/06-00.00

RULES AND REGULATIONS

2/06-01.00

Inmate Regulations and Policy

2/06-01.01

Rules and Regulations to be Posted

(1) Inmate regulations will be posted in each cell block, as a guide to inmates so that they will have available to them such policies and regulations as may be required of them in the jail.

(2) These regulations cannot cover every situation, occurrence, or contingency that might arise; however, being familiar with the rules and regulations will aid inmates in determining what they may, or may not, do in the jail.

2/06-01.02

Criminal Behavior in Jail

(1) Inmates will not commit acts while in the jail which violate the statutes of the State of Montana, the ordinances of the county or city, or any other law to which they are subject.

(a) An incident involving arson (mattress burning), sex offenses, assaults, making of infernal machines (fire bombs, match bombs, etc.), making weapons, gambling, etc., will be prosecuted to the full extent of the law.

(b) Being in jail does not exempt a person from new criminal charges.

(2) Inmates shall not manufacture, smuggle, store, trade, use, traffic, or otherwise deal in contraband.

(3) Inmates may not incite disorder. This regulation prohibits aggitating, fighting, kangaroo courts, abusive or threatening language, and forming prisoner organizations.

(4) Inmates shall not escape, attempt to escape, or conspire to escape.

Contraband and Personal Property

(1) Inmates are restricted in the type and amount of property they will be allowed in their cells. Any items not specifically authorized for the use or consumption of the inmates in this section or elsewhere in the manual, shall be considered to be contraband.

(2) The following is a list of items which the prisoners may keep in their quarters.

(a) Comb

(i) Small pocket comb, only

(ii) Afro-combs will be kept by jail staff and checked out according to the need. This is necessary because of the potential this type of comb offers as a weapon.

(b) Prescription glasses or contact lenses.

(c) Artificial limbs, trusses, arch supports, hearing aids, and similar items when approved by the jail physician.

(d) Religious necklace, rosary (small, non-metallic), crucifix, and other religious medallions (not to exceed one and one-half inches in diameter).

(e) Smoking pipe (no metal filters).

(f) Wooden pencils. Absolutely no ball point pens.

(g) Letters received while in jail. No letters in the possession of the inmate at the time of admission will be allowed unless inspected and approved by the jail command.

(h) Legal papers.

(i) Legal papers arriving at the jail with an inmate being transferred from another institution, or which are otherwise a part of an inmate's personal property, will be taken at booking and released only by the jail command.

- (ii) Law books coming in with an inmate will also be held pending administration's approval for release.
- (i) Personal photographs.
 - (i) Photographs shall be small and not excessive in number.
 - (ii) Photos shall not include sexually explicit material. The jail administration will make determination on questionable material.
- (j) Tobacco, confections, stationary, colored pencils, and safety matches. All items listed under this section must be purchased from the jail commissary or vending machines in the jail. No items from the outside will be allowed in the cells.
- (k) Acceptable reading material.
 - (i) Newspapers will be allowed only with written permission from the jail command.
 - (ii) Books and magazines will be distributed by the jail library.
 - (iii) Reading materials brought in from the outside will be accepted only on approval of the jail administration.
 - (iv) Books sent to inmates from the publisher will be allowed with the authorization of the jail administration.
- (l) Toothbrush (non-metallic) and toothpaste.
- (m) Women's cosmetic aids (see female inmate regulations).
- (n) Jail issue items:
 - (i) No inmate may accumulate jail issue items in excess of intended limits.
 - (ii) One complete issue of jail clothing is permitted. Excess clothing or other soft goods will result in disciplinary action.

(iii) Inmates booking out of the jail will be required to present all jail issued items before book-out.

(iv) Excess medication is prohibited.

(o) All other items specifically approved by the jail command.

(3) No inmates will be permitted to exchange, sell, give away, or offer any article to another prisoner or jail officer while confined in this institution, nor will there be any borrowing or lending of articles between inmates or between inmates and staff.

(a) Some transfer of money or property will be allowed with written approval of the jail command.

(b) Money transfers will be restricted to inmates who are related and then only when authorized.

(4) It shall not be a defense against disciplinary action to disclaim knowledge of what constitutes contraband. Neither shall it be a defense to claim contraband was left by the former occupant of the cell.

(a) Any inmate disclaiming knowledge of contraband found in his cell will bear the burden of proof.

(b) Any inmate who finds contraband in his tier will be required to notify the jail staff.

2/06-01.04

Inmate Discipline

(1) Inmates subject to discipline will be processed according to the policy and procedures set forth in the jail policy and procedures manual.

(2) The disciplinary procedures will be posted in each cell block.

2/06-01.05

Care of Living Quarters

(1) All inmate areas will be cleaned by 0700 hours (7:00 a.m.). Cleaning equipment will be placed on the tier at 0600 hours (6:00 a.m.). The jail staff will inspect the area at 0700 hours and, if complete, the

equipment will be removed.

(a) If cells are cleaned before evening lockup, morning cleanup should require a minimum effort.

(2) No television sets or radios will be turned on, nor will breakfast be served until the tier is cleaned.

(3) Areas will, again, be cleaned between 1800 hours (6:00 p.m.) and 1900 hours (7:00 p.m.). Jail staff will see that the equipment is put on the tier and removed at designated times.

(4) Cells must be kept clean and neat at all times. Inmates are responsible for the cleanliness of their entire cell and the area in front of each cell, up to and including the bars. Cells, cell blocks or catwalks are not to be littered with paper, cigarettes, etc.

(a) Televisions may be turned off at any time by the jail staff if the tier becomes cluttered and dirty during the day.

(b) Inmates are expected to sweep and mop the floor of their cells daily. The bed shall be made at all times when the inmate is not occupying it.

(5) Cooking or heating in the cells is prohibited.

(6) Posters, photographs or pictures on the walls in the cells, cell blocks, and dormitories are prohibited unless specifically approved by the jail command.

(7) Neither food nor eating utensils may be stored in cells.

(a) This rule excludes styrofoam cups, which may be kept until new cups are issued.

(b) Inmates may keep two styrofoam cups each.

(8) Bars will not be used for storage. Clothing hooks and shelf areas are to be used for this purpose. No inmate may accumulate more personal property than can be stored in these designated places.

(9) An excessive number of books will not be allowed in the cells, no

prisoner may have in his cell more than four books at a time.

2/06-01.06

Care of County Property

(1) Bedding, clothing, towels, and other jail issued items will be returned in good condition. Abuse and unnecessary damage to these items will result in the signing of criminal complaints.

(a) Knots shall not be tied in towels, mattress covers or blankets.

(b) Blankets and other software will not be torn or cut to alter their intended use.

(2) Property and equipment furnished by the jail are not to be transferred among inmates. All items checked out to the inmate must be returned at the time of his release or he will be sent back to his tier to retrieve any missing items.

(3) Removing mattresses, mattress covers or blankets from cells to be used as cushions, table covers, or other such unauthorized use is prohibited.

(4) Blankets will not be used as hammocks, curtains or any other use other than a cover for the inmate in his cell.

(5) Criminal charges will be filed and administrative disciplinary action will be taken against any inmate who destroys, damages or otherwise takes any action against county property.

(a) This includes clothing, mattress, jail interior, eating utensils, and any other county property in the jail.

2/06-01.07

Search and Shakedowns

(1) Inmates, cells, and all areas of the jail are subject to search at any time without prior warning. Any and all areas may be searched.

(2) Searches and shakedowns are intended to enhance security, not to harass inmates.

(3) Such searches and shakedowns will be conducted on an unscheduled, irregular basis and the results submitted to the inmate discipline board for study and action.

2/06-01.08

Assignment of Quarters and Transfer of Inmates

(1) Inmates will be assigned to quarters in the jail based upon an evaluation of charges, age, sex, nature of confinement, special segregation needs, emotional maturity, and other such factors.

(2) The inmate's preference will not be a factor in determining the location of his quarters.

(3) Inmates who are related (father/son; brother; etc.), will not be assigned together.

(4) "Fall partners" will not be assigned together.

(5) Transfer or reassignments of inmates shall be at the discretion of the jail and shall not require the consent of the inmate being moved.

(a) Such moves may be made as a result of disciplinary action, to prevent or correct jail problems, to achieve better segregation and classification of inmates, or for any other reason that the jail deems appropriate.

(b) Location of quarters is entirely the concern of the jail and shall involved input from inmates only to the extent that in situations where potential danger or other problems might be created, the staff shall consider reassignment.

(6) Inmates who resist transfer from a cell location to another shall be subject to disciplinary action. If an inmate objects to being moved, he shall accept and then follow the procedures outlined for inmate grievances.

(7) Special assignments may be made to segregate and isolate inmates who are dangerous, escape risks, mentally disturbed, suicidal, or who otherwise constitute a threat to themselves or others.

2/06-01.09

Inmate Conduct and Demeanor

- (1) Inmates will be required to obey the rules and regulations of the jail and comply with instructions and orders they receive from the jail staff.
- (2) Inmates shall answer promptly and courteously when addressed by jail personnel, medical staff, or others who work in the jail.
- (3) Jail staff personnel shall be addressed as "sir" or "officer". Ranking officers may be addressed by rank.
- (4) No threatening or abusive language toward officers will be tolerated. Such language is also prohibited when one inmate addresses another.
- (5) No unnecessary noise will be permitted after evening lockup.
- (6) No inmate will be permitted to use any cell or bunk not assigned to him.
- (7) Homosexual activities shall be prohibited.
 - (a) Any activity which results in a display of homosexual affection shall not be permitted in the jail.
 - (b) The jail population is primarily heterosexual, and such open display of homosexual affection, even though not prescribed by law, may endanger the participants by causing anger or outrage in other inmates.
- (8) Gambling for value is prohibited.

2/06-01.10

Personal Appearance and Cleanliness

- (1) Shower facilities are provided for all inmates. One shower a day is recommended; however, a minimum of three showers per week shall be required.
- (2) Inmates shall keep themselves in a state of personal cleanliness at

all times.

(3) Razors shall be made available to inmates each day.

(a) Inmates may be issued razors additionally upon request.

(b) Kitchen inmates shall shave every day and other inmate workers should shave each day.

(4) Inmates may wear their hair at any length, but shall keep it clean and groomed.

(a) Haircuts will be provided in the jail upon request.

(b) Inmates working in the kitchen shall wear hairnets while working, if they have long hair.

2/06-01.11

Grievances

(1) Inmates shall not express their grievances in disruptive, threatening, or insubordinate actions. Neither shall they physically resist the lawful efforts of jail staff.

(2) No inmate shall aggitate or organize other inmates into any sort of disruptive action, nor organize resistance against jail policy, procedures, orders or personnel.

(3) Inmates who have complaints or grievances shall submit their complaints or requests in writing to the jail command.

(4) Inmates who act out, or take any other prohibited action instead of the proper grievance procedure will be held accountable for that action regardless of the validity of the original grievance.

(5) Inmates who are not satisfied with the response of the jail command may contact the sheriff, their attorneys, or petition the court directly, for assistance.

(a) If desired, the jail will supply information regarding the procedure for contacting the courts, the American Civil Liberties Union, Legal Defenders, Legal Services, or any other agency or

group that the inmate wishes to assist him.

2/06-01.12

Intrajail Communications

(1) All forms of communications between inmates housed in separate areas of the jail are prohibited unless approved by the jail command.

(a) The jail command may, under certain conditions, allow family members to write each other if they are housed in the jail at the same time.

(b) Such intrajail correspondence will generally be limited to husband/wife, parent/child, brother/sister.

(2) No notes, "kites", letters or other unauthorized communications will be passed between the inmates. It shall also be prohibited for an inmate to mail letters outside the jail to be sent back in to other inmates.

(3) Inmates, when out of their tiers, will not loiter, talk to other inmates, or go to any other location other than as directed by an officer.

(4) When inmates are being moved from one cell to another or outside of their cells, they will keep their hands in their front pockets for security purposes.

2/06-01.13

Mail Regulations

(1) All personal incoming mail will be opened and inspected for contraband.

(2) Inmates wishing to have letters from attorneys and judges opened in their presence must accept the following:

(a) Have the attorney or court stamp the mail "privileged".

(b) "Privileged" letters will be processed after the other inmate mail has been processed and distributed.

(c) "Privileged" letters will be delivered every working day,

except weekends and holidays.

(3) As a general rule, incoming mail will not be read during contraband inspection, and outgoing mail will not be opened at all.

(a) The jail reserves the right to read incoming mail and open (and read) outgoing mail when jail security is involved.

(4) Inmates should advise persons who write to them to include the county jail in the address on the envelope. Letters which do not have jail written on them are sometimes returned before being received by jail's mail officer.

(5) Letters containing contraband, escape plans, plans for criminal activity, or obscene materials, if detected, will be seized.

(6) Money received in the mail will be receipted and added to the inmates commissary account. Inmates are not allowed to have money on their persons during incarceration in the jail.

(7) Correspondence from inmates to the jail command will be delivered immediately to the administrative offices.

2/06-01.14

Use of the Telephone

(1) After arriving at the jail, an inmate will be allowed to a telephone to make whatever calls are necessary, within reason, to contact his family, and his attorney.

(2) Inmates, while being housed in the jail, can expect reasonable telephone access to attorneys and bondsmen.

(a) "Reasonable telephone access to attorneys" shall be considered to be one call per week, when the need exists. Additional calls will not be allowed unless there is an obvious need, and then only with the authorization of the jail command.

(b) Any number of calls required to make bond will be allowed so long as a realistic possibility of making that bond exists.

(c) It will be counted as a call to an attorney if the inmate

makes contact with the attorney's office in his absence and leaves a message with the attorney's staff.

(3) Personal calls will be granted on a limited basis as a privilege, not as an established right. With daily mail and twice weekly visiting personal telephone calls are not a constitutionally guaranteed right.

(a) The jail administration recognizes that emergencies, illness in the family, marital or other personal problems or other such matters may require inmates' access to a telephone to make necessary contact and to secure peace of mind.

(b) Inmates are, therefore, given personal calls on a need basis, upon request. These personal calls should not exceed one per week; however, unless there exists clear and obvious need or emergency.

(4) Personal calls will be limited to emergencies, urgent needs, illness in the family and other such reasons. Personal problems at home under some circumstances may qualify, if personal visits on visiting days are not possible.

(5) No incoming telephone calls will be accepted.

(6) Long distance calls must be collect. The call must be accepted by the person receiving the call and cannot be billed to a third number.

2/06-01.15

Inmate Visiting

(1) Visiting hours

(a) Inmates will be allowed two visits per week; one visit during the weekday hours between 6:00 p.m. and 9:00 p.m.; and one visit during the weekend, either Saturday or Sunday, between the hours of 9:00 a.m. to 10:30 a.m. and 1:00 p.m. to 3:30 p.m.

(b) The jail command will determine which days of the week visiting will be held.

(2) Inmates will be allowed one thirty-minute visit with three visitors on each visiting day. This thirty-minute time limit may be extended, but only with the authorization of the jail command. Failure of an inmate to

comply with visiting rules and regulations or the time limit set on the visits, will result in restriction of visiting privileges.

(3) No smoking will be allowed in the visiting room.

(4) Special visits are allowed only for emergencies, or where persons have come great distances and will not be available to visit on the regularly scheduled day. These visits must be approved by the jail command.

(5) Visits will not be allowed between inmates housed in the jail at the same time.

(6) In transit prisoners are not allowed visiting privileges.

(7) The jail will maintain a liberal visiting policy between attorneys and clients. However, there will be certain times during the day when an attorney will be prohibited from visiting his client. These are before the inmate is released in the morning, after the inmate has been locked up for the night, during meal times, during head counts, or during any emergency situations that may arise in the jail.

2/06-01.16

Television

(1) Television provided in the jail is a privilege which the administration provides for as many inmates as possible.

(a) Televisions may be moved or relocated at the discretion of the jail command.

(b) Restriction of television privileges may result from disciplinary action.

(2) Weekend television extending the watching hours will be allowed on a week-to-week basis at the discretion of the jail command. Such special permission is not automatic and will be an extra privilege extended to those tiers who have conformed during the week to jail policy.

2/06-01.17

Inmate Worker Appointment

(1) Prisoners wishing to qualify as inmate workers shall be sentenced prisoners.

(a) This requirement may be waived when there are no qualified sentenced inmates available.

(2) Inmate worker privileges will be granted to qualified inmates.

(3) Favoritism will not be employed in selecting inmate workers; however, the selection will be influenced by classification procedures. Inmates do not have a constitutional right to inmate worker status, however, they can expect freedom from capricious methods of selection.

2/06-01.18 Good Time

2/06-01.19 Pre-Trial Release Procedure

(1) See Release Procedures outlined in section 10/01-00.00 for further details regarding this subject.

2/06-01.20 Mental Health and Rehabilitative Services

(1) Inmates wishing rehabilitation or mental health services will send written notice to the jail command.

(2) Any inmate who feels another inmate should be receiving mental or emotional assistance should notify the jail command in writing.

2/06-01.21 Medical

- (1) Rounds will be made by the jail physician or medical staff on a daily basis.
- (2) Nurses and medical technicians will provide additional medical assistance.
- (3) Inmates shall not accumulate excess medication. Medication must be taken as directed. If medication is not taken, it should be returned to the medical staff for destruction and amending of medicine orders.
- (4) Excess medication found on tiers during shakedowns, will be seized and may result in disciplinary action and/or termination of medicine orders.
- (5) Inmates caught selling, trading, or otherwise abusing drugs dispensed in the jail will be subject to disciplinary action and/or criminal action.
- (6) All drugs dispensed in the jail will be with the approval of the jail physician.
- (7) Inmates having grievances with the medical staff or procedures will submit their grievances in writing to the jail command, or take other action as outlined under inmate grievances. Under no circumstances will verbal abuse of medical staff be permitted.

2/06-01.22

General Security Regulations

- (1) Inmates assigned to individual cells, will be required to sleep with their heads toward the bars.
- (2) Obstruction of the view of any cell interior is prohibited.
 - (a) No blankets, clothing, or other items will be hung or otherwise placed to restrict the view of the cell's interior.
- (3) Lights in the tiers will be set at two different levels. During the day, cell lights will be set at 150 watts, and after lock-up, they will be set at 15 watts.
 - (a) Shields, deflectors, and other shading devices are prohibited,

and inmates who use them are subject to disciplinary action.

(4) Nothing is to be hidden under mattresses, in books, or in any other area.

(5) Inmates will not speak with persons touring the jail. They will conduct themselves in an orderly manner in the presence of visitors.

2/06-02.00 Female Inmate Regulations

2/06-02.01 Conformity with General Regulations

(1) Female inmates will be expected to conform to the general prisoner regulations and policies listed in this manual.

(2) In addition to the general regulations, women inmates will also be required to adhere to the regulations in the Female Inmate Regulation section.

(3) Both the general regulations and those specifically intended for the female inmate will be posted in the women's tiers.

2/06-02.02 Inmate Quarters

(1) Inmates must be up and dressed, with beds made, and quarters cleaned by 0700 hours. Beds must remain made during the day.

(a) An exception to this rule will be made in the case of inmates who are too ill to conform.

(2) Garbage will be collected at 0800 hours.

(a) Sanitary napkins will be wrapped in paper towels and placed in the garbage.

(3) Toilets and sinks will be cleaned every day; floors every day; and bars three times per week.

(4) Inmates will inform jail staff, each morning, if there is a light out, if plumbing needs repair, or for any other maintenance needs for which

they are aware.

2/06-02.03

Communication

- (1) Female inmates will not yell to male inmates in any other part of the jail.
- (2) Female inmates will not talk nor yell to male inmates while being taken to or from their cells.
- (3) Female inmates will not drop notes or any other items where male inmates have access to them.

2/06-02.04

Personal Appearance and Cleanliness

- (1) Showers will be taken each day.
- (2) Shampoo will be available once a week.
- (3) Female inmates shall be fully dressed between 0700 hours and lock-up, since required male personnel may enter the women's section with little notice.
 - (a) Required personnel will include the doctor, medical technicians, jail administration, and others who through official duties require their presence on the tier.
 - (b) Male personnel will generally be restricted from entering the women's tier unless they have business there.
- (4) In addition to items listed in the general regulations covering allowable personal property, women inmates will also be allowed:
 - (a) Lipstick (jail issued)
 - (b) Bobby pins (jail issued)

CHAPTER SEVEN

2/07-00.00

FEMALE PRISONERS

2/07-01.00

Policy

(1) Female prisoners will be separated from male prisoners from the point of entry into the jail and until the time of release.

2/07-02.00

Procedures

2/07-02.01

Admissions

(1) When a female prisoner is brought to the jail for admission, the admitting jail officer will contact the female jail officer to conduct the admissions procedure for the female prisoner.

(2) In the event that male and female prisoners are brought to the jail at the same time, the male prisoners will be placed in a holding cell, while the female prisoner is processed by the female jail officer.

(3) If a female jail officer is not readily available, then the female prisoner will wait in the admissions area, with the arresting officer, under close supervision. The male prisoners will be processed first in this situation.

2/07-02.02

Search

(1) Female prisoners will be searched in accordance with the procedures outlined in section 2/14-00.00 of this manual.

(2) Female prisoners will be searched by a female jail officer.

(3) Male officers will search a female prisoner only when emergency circumstances require it, and then only in accordance with established guidelines.

Supervision

(1) Whenever a female prisoner is being housed in the jail, a female jail officer will be on duty to supervise the activities of the female housing unit.

(2) Male officers will not be allowed to enter the female housing unit unless there is an emergency.

(3) Whenever a female prisoner is taken out for recreation, she will be supervised by a female officer. This would include:

(a) trips to the jail library;

(b) transportation to court;

(c) any other time that a female prisoner is removed from the housing unit.

(4) If for some reason a female officer is not available for any of the above, two male officers will be required to provide the supervision.

(5) If the female prisoner is being transported from the jail and no female jail officer is available, the male officers should note the mileage at the time the leave, the time of departure, time of arrival, and mileage upon arrival. They should also remain in constant contact with the dispatcher, who will make the same notations regarding mileage and time, during the entire trip.

CHAPTER EIGHT

2/08-00.00

GENERAL SUPERVISION

2/08-01.00

Policy

(1) Given that newly admitted prisoners are often unknown to the jail staff and often experiencing increased stress, it is the policy of the County Jail that when prisoners are placed in holding cells during their admissions process, such prisoners will be given more frequent surveillance.

2/08-02.00

Procedure

2/08-02.01

Holding for Processing

(1) If more than one prisoner is to be processed through admission, at the same time, the admitting jail officer will process only one prisoner at a time, placing the other prisoner in a holding cell.

2/08-02.02

Frequency of Surveillance

(1) The admitting jail officer will visually observe each holding cell at least once every thirty (30) minutes.

2/08-02.03

Separation and Increased Surveillance

(1) If the admitting jail officer suspects that a prisoner may be suicidal or assaultive, the admitting jail officer shall:

- (a) Process the suicidal prisoner first;
- (b) Place the assaultive prisoner in a holding cell separate from other inmates; or
- (c) If all holding cells are occupied, observe the holding cell

every fifteen (15) minutes.

(d) Violent or assaultive prisoners will always be housed separately.

2/08-02.04

Assistance

(1) If more than four (4) male prisoners or four (4) female prisoners are awaiting processing, the admitting jail officer will:

(a) Request assistance in processing prisoners from the jail officers working in the housing areas; or

(b) Request that the arresting officer or the transporting officer remain until the booking process is completed; or

(c) Request that the dispatcher contact one of the nearest patrol units of the Sheriff's Office to come to the jail to assist until the booking process is completed.

2/08-02.04

Juveniles

(1) See the procedures in section 3/04-00.00 of this manual for handling juvenile supervision.

2/08-02.05

Female

(1) See section 2/07-00.00 of this manual for the procedures regarding the supervision of female prisoners.

2/08-02.06

Inmate Worker

(1) Inmates assigned to work details will not be allowed to work without the supervision of a jail officer.

(2) Inmates required to use tools, equipment of any kind will be closely supervised.

(3) Inmates returning from a work detail, whether inside or outside of the jail will be thoroughly searched in accordance with the procedures outlined in section 2/14-00.00 of this manual.

2/08-02.07

Transporting Inmates

(1) Whenever a jail officer must take an inmate out of the jail for any reason, i.e. funeral visit, medical treatment, work detail, court appearance, he will:

- (a) Never allow the inmate out of his sight;
- (b) Always use the restraint equipment necessary to insure that the inmate will not escape;
- (c) Never turn the custody of the prisoner over to another person, especially a relative;
- (d) Always search the prisoner before leaving the jail and after returning to the jail.
- (e) Always treat the prisoner as a potential escape risk;
- (f) Remain alert at all times;
- (g) Do not allow the prisoner to communicate with any person prior to transport.

CHAPTER NINE

2/09-00.00

IDENTIFICATION PROCEDURES

2/09-01.00

Policy

- (1) Every prisoner who is taken into custody, including those with whom admission personnel are already familiar, will be photographed in accordance to the established procedures of the State.
- (2) All felons will be fingerprinted.

2/09-02.00

Procedures

2/09-02.01

Photographs

- (1) The admitting jail officer will:
 - (a) Instruct the prisoner to take the proper position in front of the height board;
 - (b) Prepare the I.D. plate with the prisoner's name and date of admission, and any other identifying numbers used by the jail;
 - (c) Take two (2) full face photos of the prisoner;
 - (d) Remove the photographs from the camera;
 - (e) Attach one photograph to the booking card, and one to the prisoner's cell assignment card.

2/09-02.02

Fingerprints

- (1) The admitting jail officer will take three (3) complete sets of finger prints for all felony prisoners.

(a) The first set will be attached to the booking card and subsequently placed in the prisoner's file.

(b) The second set will be on the FBI uniform crime reporting card and will be forwarded to the administration office for processing.

(c) The third set will be forwarded to the detective division by interoffice mail to be subsequently sent to BCI.

2/09-02.03 Identification of Females

(1) The same procedure as listed above will be followed in identifying female prisoners.

2/09-02.04 Juveniles

(1) Juveniles will be identified in accordance with the procedures outlined in section 3/04-00.00 of this manual and according to the Montana Youth Court Act.

2/09-02.04 Uncooperative Prisoners

(1) In the event a prisoner refuses to be photographed, or fingerprinted, the booking procedure will be suspended until such time as the prisoner desires to cooperate.

(2) Any time that booking is suspended due to lack of cooperation on the part of the inmate, the admitting officer will forward a written report to the jail administration regarding the incident.

CHAPTER TEN

2/10-00.00

INTERVIEW FOR RELEASE

2/10-01.00

Policy

(1) Every prisoner will be given all reasonable opportunities to secure legitimate release, both during and after the admissions process.

2/10-02.00

Procedure

2/10-02.01

Pre-Trial Release

(1) At the completion of the booking process, the admitting jail officer will check to determine if any representatives of the county pre-trial release program are on duty, whether there is a bail bondsman wishing to interview the prisoner or whether bond has been posted for the prisoner.

2/10-02.02

No Release

(1) If there is no pre-trial release representative or bondsman to interview the prisoner and bond has not been posted, the admission process will continue as outlined in subsequent sections of this manual.

2/10-02.03

Pre-trial or Bond Interview

(1) If the admitting jail officer determines that there is a representative to interview the prisoner regarding release, the admitting jail officer will:

(a) make arrangements for the interview;

(b) escort the prisoner to one of the interview rooms or visiting room.

(2) The admitting jail officer may, during the release interview, begin

or continue to process other prisoners.

(3) The prisoner being interviewed will be supervised by either the admitting jail officer or the housing jail officer.

2/10-02.04

Release

(1) Once the admitting jail officer has been notified that bond has been authorized, through other means, the admitting jail officer will escort the prisoner from the interview room and:

(a) If no other prisoners are going through the admissions process, begin the release procedures as outlined in section 10/01-00.00 of this manual;

(b) Place the prisoner in a holding cell to await release at the earliest possible time.

2/10-02.05

Bond Failure

(1) If after the pre-trial interview the prisoner fails to post bond or be released, the admitting jail officer shall continue to process the prisoner as outlined in section 2/01-00.00 of this manual.

2/10-02.06

Release

(1) Once release has been authorized, it is the admitting jail officer's responsibility to get the prisoner released from the jail as soon as possible.

(2) Inmate should not be held any longer than necessary after an authorized release has been received.

CHAPTER ELEVEN

2/11-00.00

DETERMINATION OF LENGTH OF STAY

2/11-01.00

Policy

- (1) If cell space exists to separate short term prisoners, 72 hours or less, these prisoners may retain their own clothing and do not need to be strip searched and showered, unless there are specific reasons to do so.
- (2) All other prisoners will complete the admissions process as outlined in section 2/01-00.00 of this manual.

2/11-02.00

Procedure

2/11-02.01

Cell Assignment

- (1) The admitting jail officer will review the cell assignment board to determine if space exists to separate short term prisoners. If space is not available, the admitting jail officer will process the prisoner in the same manner as long term prisoners as outlined in section 2/01-00.00 of this manual.

2/11-02.02

Records

- (1) The admitting jail officer will review prisoner's commitment papers to determine length of stay.
 - (a) If a prisoner is sentenced for period of incarceration in excess of seventy-two (72) hours, the admitting jail officer will proceed with the subsequent procedures for long term prisoners outlined in this section.
 - (b) If a prisoner is sentenced for a period of incarceration for seventy-two (72) hours or less, then the admitting jail officer must review the procedures in section 2/01-00.00 of this manual to

determine to what extent the prisoner needs to be processed. If not, the admitting jail officer will begin the preliminary health screening.

(c) If the prisoner is awaiting trial or being held for other reasons, the admitting jail officer will ask the prisoner if he expects to post bond or be released within three (3) days. If it appears likely that the prisoner will be released within seventy-two (72) hours, the admitting jail officer will review the procedures in subsequent sections of this volume to determine if there is a need to implement those procedures. If not, the admitting jail officer will begin the preliminary health screening.

(d) If it is unlikely that the prisoner will be released within seventy-two (72) hours, the admitting jail officer will proceed with section 2/01-00.00 as outlined in this manual.

2/11-02.03

Transfer

(1) If a prisoner is placed in a short term cell block and it becomes clear that his length of stay will exceed seventy-two (72) hours, the admitting jail officer will remove the prisoner and begin the procedures as outlined in section 2/01-00.00 of this manual and reassign the prisoner to the appropriate long term housing area.

2/11-03.04

Release Date

(1) At the time of admission, the admitting jail officer will review the commitment papers to determine the date and time that the prisoner will be released.

(a) Some commitment papers will specify the date and time that release should be affected.

(b) Where the specific dates and times are not available, the admitting officer will compute the number of days to be served and make a notation on the release card showing the date and time of release, and the charge that this release affects.

(2) The release dates will be reviewed by the Jail Administrator to

determine the accuracy of the officer's calculations and make arrangements for the prisoner to be released at the appropriate time.

(3) For further details relating to release of prisoner, consult section 10/00-00.00 of this manual.

CHAPTER TWELVE

2/12-00.00

CONFISCATION OF PERSONAL CLOTHING

2/12-01.00

Policy

(1) For the health, safety, and security of the jail and its prisoners, prisoners will not be allowed to wear personal clothing while confined, except those prisoners whose stay will not exceed seventy-two (72) hours.

2/12-02.00

Procedure

2/12-02.01

Removal of Clothing

(1) The admitting jail officer will escort the prisoner to the strip search room adjacent to the shower room and instruct the prisoner to remove all items of personal clothing and place them on the bench.

2/12-02.02

Inspection of Clothing

(1) The admitting jail officer will inspect each separate item of clothing for contraband. If contraband is found, the procedures set forth in section 4/02-00.00 of this manual are to be followed.

2/12-02.03

Itemizing Prisoner Clothing

(1) All clothing except underwear will be placed in one of the clothing baskets located in the strip search room and the basket will be tagged with a property tag.

(2) The property tag will show the name of the prisoner and the date of admission.

(3) A complete inventory of the prisoner's clothing will be made, showing the type and quantity of the clothing, colors, damage, etc.

2/12-02.04

Inmates Signature

(1) The prisoner will be requested to sign the itemized clothing receipt. If the prisoner refuses to sign the receipt, have a second jail officer sign the receipt and make the notation that the prisoner refused to sign.

2/12-02.05

Storage of Clothing

(1) The admitting jail officer will subsequently, after the prisoner showers and is issued a jail uniform, place the clothing basket in the prisoner's locker in the property room.

(2) Clothing shall be sprayed, or washed if the clothing is dirty or unfit for storage.

(3) Once the clothing has been stored, the individual prisoner will not be given access to his clothing until the time of his release.

2/12-02.06

Transfer of Clothing

(1) An inmate may transfer clothing to some one outside the jail if the property release form is filled out.

(2) All clothing that is to be transfered will be for cleaning or exchange. Any clothing released by the prisoner must be replaced prior to the prisoner's release.

(3) Additional clothing, for court appearance, may be accepted by the jail, but only with the authorization of the Jail Administrator.

CHAPTER THIRTEEN

2/13-00.00

SHOWER AND DELOUSING

2/13-01.00

Policy

(1) To prevent the introduction of disease and to promote a healthful environment, prisoners will be required to shower, if in need or before being housed with the general population.

(2) Prisoners will also be deloused with a non-toxic spray or powder designed to kill any insects i.e. crabs, body lice, the prisoner might be infested with.

2/13-02.00

Procedure

2/13-02.01

Shower

(1) The admitting jail officer will give the prisoner one bar of soap, shampoo, one towel and one washcloth and instruct the prisoner to enter the shower and clean both hair and body thoroughly.

2/13-02.02

Observation

(1) The admitting jail officer shall observe the prisoner for any signs of injury, cuts or bruises.

(2) If signs of injury are observed, the admitting jail officer will make a complete report describing the location of the injury, the type of injury and any other descriptions that might be necessary. A copy of this report will be filed in the prisoner's file and a copy sent to the jail physician.

2/13-02.03

Delousing

(1) After the prisoner has completed the shower, the admitting jail officer will instruct the prisoner to dry and step from the shower. With

the prisoner standing just outside the shower, the admitting jail officer will:

- (a) obtain a can of delousing powder;
 - (b) instruct the prisoner to close his eyes, raise his arms and turn slowly and;
 - (c) while the prisoner turns, the admitting jail officer will spray the prisoner with the powder.
- (2) Once the delousing process has been completed, the admitting jail officer will issue the prisoner a jail uniform.

CHAPTER FOURTEEN

2/14-00.00

PERSONAL SEARCH PROCEDURE

2/14-01.00

General

2/14-01.01

Policy

- (1) All prisoners will be handcuffed, with their hands behind their back before being allowed access to the jail.
- (2) All prisoners must be thoroughly searched when they enter the jail.
- (3) The importance of a thorough, effective search cannot be over emphasised. Jail security to a very large extent, depends upon the ability of the jail officer to conduct personal searches.

2/14-01.02

Purpose

- (1) The purpose of this chapter is to establish the procedures, and methods necessary to insure adequate personal searches.
- (2) Rub searches, strip searches, female searches, and body cavity searches are covered in this chapter.
- (3) Searches are compromised by haste, laxity and embarrassment. These procedures, if followed will reduce the likelihood of contraband entering through the admission process.

2/14-02.00

Admission Search Procedure

2/14-02.01

Pre-Book Preparation

- (1) All arrestees arriving at the jail must be handcuffed. No admittance will be permitted until the prisoner is handcuffed.
- (2) The jail officer will conduct a frisk search to look for weapons

before removing the handcuffs.

(3) Remove handcuffs.

(a) If the prisoner is combative the handcuffs will not be removed until he has been taken to a cell in a holding area where he will be locked up until he can be safely booked.

2/14-02.02

Secure Property

(1) Remove all money and property from the prisoner and deliver them to the booking officer for inventory and receipting.

(a) Remove jewelry, belt, purses, bags, and all property in pockets, clothing, etc.

(b) Hats and coat will be searched and returned to the prisoner.

(2) Procedures for handling money and property are outlined in volume III.

2/14-02.03

Search

(1) Search procedures are to be followed as outlined in the following sections of this chapter.

(2) Failure to properly follow these procedures is grounds for serious disciplinary action including dismissal.

2/14-03.00

Rub Search Procedure

2/14-03.01

General

(1) It is not always practical or possible to conduct a strip search, so the alternate method, the rub search must be used.

(2) There are two differences between the rub search and the strip search.

- (a) The prisoner has his clothing on during the rub search.
- (b) Physical contact between the officer and prisoner is required.
- (3) With the rub search, it is particularly important to be thorough and systematic and to follow carefully a set procedure to insure that no detail will be overlooked.

2/14-03.02

Procedure

- (1) Have prisoner assume the appropriate position against the wall to begin the search. (Legs spread, arms extended, etc.). Prisoner should be extended and off balance.
- (2) Begin at the top and work down being careful to overlook nothing. The hands and fingers must be your eyes for much of this type of search. Don't be careless through haste. To find a wire or hacksaw blade hidden in the collar would require more than a casual sliding of hands over the collar. Search all areas with care. The security of the jail demands meticulous attention to detail.
- (3) Areas requiring special attention during rub search include:
 - (a) Hair. No wigs will be worn by prisoners unless approved by the jail command.
 - (b) Mouth, ears, and nostrils.
 - (c) Collar.
 - (d) Arms. Inside and out from the armpit to the cuffs
 - (e) Chest and Abdomen. Pay particular attention to breast pockets and seams.
 - (f) Waist line. Check back of belt, large belt buckles, etc., items may be taped to flat areas or sewed to seams.
 - (g) Shoulders and back. Be careful to check for blades, etc., taped to flat areas or sewed into seams.

(h) Buttocks area. Special attention should be paid to back pockets, cleavage between cheeks, and vertical seams.

(i) Legs. Special attention to pockets; also, lower abdomen and crotch. Contraband is often taped in these areas.

(j) Groin. Special attention to pockets; also, lower abdomen and crotch. Contraband is often taped in these areas.

(k) Feet. Have subject take off shoes and search shoes, socks, and feet for hidden articles.

(l) Cigarette packages, books, letters, matchbooks and other items carried by the prisoner should be searched, as they are often used to conceal contraband. Inmates will not be allowed to retain cigarettes, packages, etc., brought in from the outside. Any property returned to the inmate other than that normally allowed, must be approved by the jail command.

(4) Don't allow personal embarassement to compromise the search. Prisoners may intentionally hide weapons or other contraband in the groin or other areas that might cause embarassement to the jail officer conducting the search.

2/14-04.00 STRIP SEARCH PROCEDURES

2/14-04.01 General

(1) The strip search is a more thorough search, resulting in a careful visual examination of the prisoner.

(2) The strip search is used:

(a) When a prisoner is going to be taken into the interior security perimeter.

(b) When there is a request from a law enforcement officer for a strip search.

(c) When there is a suspicion that the inmate may have a weapon or contraband that was not found in the rub search, even though the prisoner will not be going into the interior security perimeter.

- (d) Whenever the inmate has had contact with the outside world and is going to enter the security perimeter of the facility.
- (3) The strip search is a two part search.
 - (a) Search of the nude prisoner.
 - (b) Search of the discarded clothes.

2/14-04.02

Procedure

- (1) Once the prisoner has been taken to a private room, he will be told to remove his clothing. The jail officer will make a thorough examination of the clothing before it is transferred back to the prisoner. He will then examine the prisoner.
- (2) It is the jail officer's responsibility to insure a complete search.
- (3) The procedure for searching the prisoner's clothing is as follows:
 - (a) Examine all pockets.
 - (b) Check all linings, cuffs, waistbands, flys, seams, patches, collars, and hatbands for contraband.
 - (c) Turn clothing inside out.
 - (d) Examine soles, heels and insides of shoes or boots.
 - (e) Examine contents of any packages, luggage, briefcases, or purses for contraband.
 - (f) Items which may be overlooked in a sloppy search are money, drugs, small weapons, and hacksaw blades.
- (4) Before the prisoner is taken into the interior of the jail, the jail officer will search him for contraband hidden on his body. The intent of this search, also, will include checking for lice, "needle-tracks", evidence of previous suicide attempts, and recent personal injury or infection.
 - (a) Document findings according to required reporting

procedures.

- (5) Some aspects of the skin search may be unpleasant, but they are necessary and must be very thorough.
- (6) Examine casts and bandages. A cast, whether legitimate or phony, provides an excellent hiding place of lice, contraband or infection.
- (7) Examine artificial limbs or false teeth. This may be embarrassing to ask a prisoner to remove an artificial device so you can inspect it, but security and sanitation are more important than sensitive feelings.
- (8) Run fingers through prisoner's hair. This is especially important with prisoners with full or long hair.
- (9) Examine armpits, feet, and hands (with fingers spread and extended).
- (10) Examine (in adequate light) the prisoner's groin and rectal area. Have prisoner bend and spread cheeks. It will not be necessary to touch the prisoner.
- (11) Examine mouth, ears, and nose. The prisoner should move his tongue so that it is possible to see if he is hiding pills under his tongue. Also have the prisoner pull his bottom lip down and his upper lip up to examine the area between the lip and the gums.
- (12) Note any injury and make entries concerning recent cuts or bruises in prisoner's file, and in the incident reporting system.

2/14-05.00

SEARCHES OF BODY CAVITIES

2/14-05.01

General

- (1) Searches inside the rectum or vagina by jail officers are strictly prohibited.
- (2) Such searches must be conducted by proper medical personnel.

2/14-05.02

Suspected Contraband

- (1) If any inmate reasonably is suspected of concealing contraband in the rectum or vagina, a request of the medical staff will be made.
- (2) During late hours when medical staff is not present or available, persons referred to herein will be transferred to a hospital for examination.

2/14-05.03

Exceptions to Requirements

- (1) If during the strip search, the officer conducting a search observes the end of a balloon, string, or other item of contraband protruding from the anus or vagina, said officer should ask the inmate to remove it.
- (2) When the item has been removed, a determination shall be made as to whether or not it is contraband and, if so, placed in evidence.
- (3) Any item not contraband will be handled as circumstances dictate and, if not required, discarded.
 - (a) Items such as tampons will be discarded and replaced with jail issue sanitary napkins.
- (4) Any inmate who refuses to remove the suspected item of contraband, shall be detained under constant watch until a medical person authorized to make such removal can be located.
- (5) If there is no medical personnel available, the prisoner will be transported to a hospital for removal of the contraband.

CHAPTER FIFTEEN

2/15-00.00

ISSUING JAIL UNIFORM, LINENS AND HYGIENE ITEMS

2/15-01.00

Policy

- (1) To maintain a healthful environment and to protect the personal property of prisoners, all prisoners who are to be housed with the general jail population will be required to wear a uniform issued by the County Jail.
- (2) All inmates will be issued a set of linen to be used for sleeping purposes during his stay in jail.
- (3) It is the jail's responsibility to provide all inmates personal hygiene items.

2/15-02.00

Procedures

2/15-02.01

Uniform

- (1) After the prisoner showers, the admitting jail officer will:
 - (a) return the prisoner's personal underwear to him;
 - (b) obtain a clean jail uniform of the appropriate size from the storage cabinets in the strip search room.
 - (c) the uniform will include a jump suit type uniform, and socks.

2/15-02.02

Instructions

- (1) The admitting jail officer will instruct the prisoner to put the

uniform on, and select a pair of shoes from the cabinet, and put those on.

- (a) The shoe storage section is marked with men's sizes 7 - 12 and women's sized 5-10. If there are not shoes of the prisoner's size, select the next largest size.

2/15-02.03

Bedding and Linens

(1) The admitting jail officer will obtain and give to the prisoner the following:

- (a) one sheet;
- (b) one towel;
- (c) one wash cloth, optional;
- (d) one blanket, in winter months or colder weather two blankets will be issued;
- (e) one mattress;

(2) All bedding, linens, and mattresses will be cleaned and sterilized prior to reissue.

2/15-02.04

Personal Hygiene Items

(1) The admitting jail officer will obtain a personal hygiene kit and be sure that it contains the following items before giving it to the prisoner:

- (a) toothbrush and toothpaste;
- (b) soap;
- (c) feminine hygiene items;

(2) Toilet tissue will be issued on a tier basis, and inmates requiring toilet tissue will make the request to the jail officer and a new roll will be placed inside the tier.

(3) Personal hygiene items will be reissued as they are needed, and when the inmate can show to jail officers that he has completely used the items that have been issued.

(4) Inmate should immediately report any lost or stolen property to the jail officers.

CHAPTER SIXTEEN

2/16-00.00

PRELIMINARY HEALTH SCREENING

2/16-01.00

Policy

- (1) Each newly admitted prisoner will undergo a preliminary health screening by the admitting jail officer.
- (2) Such screening is designed to identify those prisoner's whose condition may represent a threat to the health of the jail staff, prisoners, and the newly admitted prisoner.

2/16-02.00

Procedure

2/16-02.01

Interview

- (1) Before the prisoner has completed the admission process, the admitting jail officer will conduct a preliminary health screening.
- (2) The admitting jail officer will interview the prisoner concerning the prisoner's medical history and current condition.

2/16-02.02

Recording

- (1) The prisoner's answers to the questions will be recorded on the preliminary health screening form.

2/16-02.03

Observation

- (1) The admitting jail officer will observe the prisoner and answer questions one through eleven on the preliminary health screening form.

2/16-02.04

Referral

(1) If after the screening, there is reason to suspect that the prisoner suffers from any communicable disease or condition which may require further examination, the admitting jail officer will:

- (a) place the prisoner in a holding cell; and
- (b) notify the jail physician.

2/16-02.05

Preliminary Health Screening Form

- (1) The preliminary health screening form will be placed in a separate file to begin a medical record for the prisoner.
- (2) The new file will be placed in the jail physicians incoming mail box.
- (3) All such records will be filed in the medical file, daily, by the ranking jail officer on duty.

3/00-00.00

CLASSIFICATION

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CHAPTER ONE

3/01-00.00

CLASSIFICATION OF PRISONERS

3/01-01.00

Policy

(1) For the preservation of the security and order of the jail, its staff and prisoners, every prisoner will be classified upon admission to the jail and will be assigned housing according to the classification. There shall be no discrimination by race, color, creed, or national origin.

3/01-02.00

Procedure

(1) If the preliminary health screen has resulted in the transfer or temporary segregation of the prisoner or even if the prisoner is awaiting a further medical examination by the jail physician, the booking officer will perform the following classification procedures.

(2) The booking office will review the booking records and any existing jail records concerning the prisoner, for the following information:

- (a) sex;
- (b) age;
- (c) offense;
- (d) legal status;
 - (i) sentence;
 - (ii) pre-trial;
 - (iii) state witness;
 - (iv) work release;
- (e) history of violence or disruptive behavior;

- (f) evidence of homosexuality or vulnerability to attack;
 - (g) evidence of mental or physical handicap.
- (3) The booking officer will then assign a classification code on the order listed below:
- (a) Sex = "M" (male) or "F" (female);
 - (b) Age = "A" (adult) or "J" (juvenile);
 - (c) Violent = "V" (potentially violent) or "N" (non-violent);
 - (d) Legal Status = "P" (pre-trial) or "S" (sentenced) or "WR" (work release), if applicable under Montana Law;
 - (e) Handicapped = "H" (mentally retarded or physically handicapped);
- (4) For example, a female, pre-trial adult, with no physical or emotional handicap would be assigned the classification code "FANP." A male, sentenced adult, with a history of institutional violence would be assigned the code "MAVS".
- (5) The classification code will be written on the booking sheet, cell assignment card, and on the cover of the prisoner's file, along with the date and by whom the code was assigned.
- (6) The prisoner's classification shall be reviewed:
- (a) at the request of the jail command or jail physician;
 - (b) following a court appearance;
 - (c) following disciplinary action for a major or serious rule violation.
- (7) If a re-classified prisoner objects to his changed status, the procedures for inmate grievances in section 9/01-00.00 of this manual shall be followed.

CHAPTER TWO

3/02-00.00

INMATE HOUSING ASSIGNMENT

3/02-01.00

Policy

(1) Housing of inmates in the County Jail shall conform to the established classification system for reasons of consistencey, fairness, security and safety.

3/02-02.00

Procedure

3/02-02.01

Roster Board

(1) Prior to assigning a cell to the new prisoner, the booking officer will check the cell block roster board to determine which cells and bunks are currently available.

3/02-02.02

Assignment

(1) The Classification Chart will be used to assign the prisoner to a cell. The classification code shown after the cell number represents the preferred use of that particular unit or cell, the code in parenthesis represents the use of the unit or cell if preferred choice is unavailable.

3/02-02.03

Booking Card

(1) When the assignment has been made, the admitting officer will note the assignment on the booking card and the cell assignment card.

3/02-02.04

Notice

(1) The admitting officer will then notify the supervisor the he intends to escort the prisoner to a specific housing unit and cell.

(2) The supervisor will notify the control officer and the housing

officer.

(3) If the cell is not ready for occupation, the housing officer will notify the admitting officer, who may either reassign as appropriate or place the prisoner in a holding cell until the cell is made ready.

3/02-02.05

Escort

(1) The admitting officer will escort the prisoner or, if especially busy, will request the housing officer escort the prisoner to the assigned cell.

3/02-02.06

Files and Cards

(1) The prisoner's file will be delivered to the jail administration office for routine review, the booking card will be place in the "in area file" in the booking office and the cell assignment card will be placed in the file outside the appropriate housing unit.

3/02-02.07

Transfer

(1) If, for any reason, the jail officers must move a prisoner from one cell to another, they must receive authorization for the move from their supervisor.

(2) Any and all moves will be noted on the daily log with a follow-up report documenting the reason for the move, who made the move, where the prisoner was moved from and where he was moved to.

CHAPTER THREE

3/03-00.00

ADMINISTRATIVE SEGREGATION

3/03-01.00

General

(1) Under certain circumstances it may be necessary to place a prisoner in "Administrative Segregation." Administrative Segregation is the "non-punitive" isolation of an inmate opposed to "punitive" isolation provided for inmates who, following appropriate due process, are placed in solitary confinement as a punishment for misbehavior in violation of jail rules and regulations.

(2) Administrative Segregation is a protective measure employed to insure the safety of the inmates. This housing practice may be employed for the following reasons:

- (a) Inmates who are a danger to themselves.
- (b) Inmates who are a danger to others.
- (c) Inmates whose actions place them in jeopardy of counter-action from other inmates.
- (d) Inmates requiring protective custody.
- (e) Inmates who, because of illness, injury, mental deficiency, or other factors require segregation.

3/03-02.00

Documentation

(1) Justification for assigning inmates to administrative segregation will be in writing.

(2) All actions in handling inmates listed in this section will be reported on all report forms as required by this manual. Any extraordinary incidents will be further reported in written incident reports, in complete detail.

(3) Copies of reports will be forwarded to the shift supervisor and any other member or agency designated as necessary recipients by jail authority.

(4) Reports will be filed under the name of the involved inmate in the inmate incident file and in other such files as may be designated.

3/03-03.00

Right and Privileges

(1) Since administrative segregation is non-punitive, the general rights and privileges of involved inmates will not be restricted unless specific restriction are necessary to carry out the purposes of the segregation and the protection of the inmates.

(2) The means necessary to prevent suicide may amount to a deprivation of rights of an individual. This deprivation when weighed against the need to prevent the inmate from killing or otherwise doing serious harm to himself, or others is justified. Since, however, any restrictions of the rights normally afforded inmates may give rise to law suit, the actions taken must be reasonable under the circumstance and represent a good faith judgment that the action taken was the least restrictive alternative available.

(3) Members shall follow the guidelines outlined in this section in deciding what restrictions are necessary in any given case. Restrictions will be justified and documented in writing. At any point that any restrictions are not longer necessary they will be terminated.

(4) Sanitary needs of inmates (clean cells, showers, toilet paper, etc.) will be provided in spite of the special difficulties which sometimes exist. Suspensions of these needs may be approved by the Jail Command. Temporary suspension (if adequate cause exists) may be ordered by the shift supervisor. Such suspensions must be justified and documented in writing.

3/03-04.00

Cell Assignments

(1) Administrative segregation generally involves some type of solitary confinement. The particular type of cell assignment will vary with the reason for the need for administrative segregation.

CHAPTER FOUR

3/04-00.00

JUVENILE PROCEDURES

3/04-01.00

The Montana Youth Act

3/04-01.01

Declaration of Purpose

"The Montana Youth Court Act" shall be interpreted and construed to effectuate the following express legislative purposes:

- (1) to preserve the unity and welfare of the family ... provide for the care, protection, and wholesome mental and physical development of a youth...;
- (2) to remove from youth committing violations of the law the elements of retribution and to substitute therefor a program of supervision, care, rehabilitation, and in appropriate cases, restitution ...;
- (3) to achieve the purposes of (1) and (2) of this section in a family environment... separating the youth from his parents only when necessary for the welfare of the youth or for the safety and protection of the community;
- (4) to provide judicial procedures in which the parties are assured a fair hearing and recognition and enforcement of their constitutional and statutory rights.

3/04-01.02

Definition of Juvenile

A juvenile, according to the Montana Youth Court Act, (MYCA) is any " individual who is less than eighteen years of age without regard to sex or emancipation."

3/04-01.03

Definition of Delinquent Youth

A delinquent youth is any youth, "... who has committed an offense

which, if committed by an adult, would constitute a criminal offense..." or "... who having been placed on probation as a delinquent youth, or a youth in need of supervision, violates any conditions of his probation."

3/04-01.04

Youth in Need of Supervision

(1) A youth in need of supervision means a youth who commits an offense prohibited by law which, if committed by an adult, would not constitute a criminal offense, including but not limited to a youth who:

- (a) violates any Montana municipal or state law regarding use of alcoholic beverages by minors;
- (b) habitually disobeys the reasonable and law full demands of his parents or guardian or is ungovernable and beyond their control;
- (c) being subject to compulsory school attendance, is habitually truant from school;
- (d) has committed any of the acts of a delinquent youth but whom the youth court in its discretion chooses to regard as a youth in need of supervision.

3/04-01.05

Youth in Need of Care

- (1) A youth in need of care is defined in 41-3-102.
- (2) A youth in need of care will not be housed in the jail.

3/04-01.06

Authority to Detain in Jail

(1) A youth may be detained in a jail or other similar facility for adult detention **only if**:

- (a) the facilities, as listed in section 41-4-306 (1) MYCA, are not available or do not provide adequate security; or
- (b) the detention is in an area physically and visually separate and removed from those of adults; if this jail was built after the

adoption of the Montana State Jail Standards, the separation will be sight/sound; or

(c) it appears to the satisfaction of the court that public safety and protection reasonably require detention; and

(d) the court so orders.

3/04-02.00

Juveniles in Jail

3/04-02.01

Taking into Custody

(1) A youth may be taken into custody under the following circumstances:

(a) by a law enforcement officer pursuant to a lawful order or process of any court;

(b) by a law enforcement officer pursuant to a lawful arrest for violation of the law;

(c) by a law enforcement officer, agent of the department of social and rehabilitation services, county attorney, or a person or physician treating a youth when there is reason to believe the youth is a youth in need of care and that the residence of the youth presents an imminent danger to the life or health of the youth.

(2) The taking of a youth into custody is not an arrest except for the purpose of determining the validity of the taking under the constitution of Montana or the United States.

3/04-02.02

Peace Officers' Responsibility

(1) The peace officer will, to a great extent, be responsible for determining whether or not a juvenile will be brought to the jail.

(2) The detaining of a juvenile in jail should be the last resort, and all avenues should have been exhausted, and then only if the juvenile falls into the categories listed in section 3/04-02.03 of this manual.

(3) If at the officers discretion the youth presents a threat to himself or the community, he may be housed in jail, as long as there are no other facilities available.

3/04-02.03

Release or Delivery from Custody

"Whenever a peace officer believes, on reasonable grounds, that a youth can be released to a person who has custody of the youth, then the peace officer may release the youth to that person upon receiving a written promise from the person to bring the youth before the probation officer at a time and place specified in the written promise, or a peace officer may release the youth under any other reasonable circumstances." MCYA 41-5-307 (2)

3/04-02.04

Detention in Jail

(1) A juvenile may be held in jail if he has allegedly committed or attempted:

- (a) a criminal homicide as defined in section 45-5-101 MCA; or
- (b) an aggravated assault as defined in section 45-5-202 MCA; or
- (c) an arson as defined in section of 45-6-103 MCA; or
- (d) a robbery as defined in section 45-5-401 MCA; or
- (e) a burglary or aggravated burglary as defined in section 45-6-204 MCA; or
- (f) a sexual intercourse without consent as defined in section 45-5-503 MCA; or
- (g) an aggravated kidnapping as defined in section 45-5-303 MCA; or
- (h) a possession of explosives as defined in section 45-8-335 MCA; or
- (i) a criminal sale of dangerous drugs for profit as included in

section 45-9-101 MCA.

(j) if the youth presents a danger to himself or the community and no other approved facilities are available.

(2) If a youth is to be detained in the jail, the peace officers shall notify the probation officer and youth court immediately and as soon as possible, provide the probation officer with a written report of his reasons for holding the youth.

(a) A copy of this report will be forwarded, by the peace officers, to the jail, for filing in the youth prisoner's file.

(3) If it is necessary to hold the youth, pending appearance in the youth court, then the youth must be held in a place that is approved by the youth court.

(a) Approval will be accepted verbally, as long as the court or the court appointed representative follows up the verbal order with a written order, within twenty-four (24) hours.

(b) This approval must be submitted to the jail, in writing, by the court or the courts appointed representative, each time a youth is detained in the jail.

(4) The arresting officer will be responsible for notifying the youth's parents.

3/04-03.00 Treatment of Juveniles in Jail

3/04-03.01 Procedures

(1) If a youth is brought to the jail, he should be handcuffed but only in accordance with the procedures for handcuffing inmates as outlined in this manual.

(2) If there are adult prisoners in the area, being booked, the adult prisoners will be locked in holding cells, out of the sight of the juvenile, while the juvenile is being booked.

(a) Suspension of adult booking or release will be enforced until

the booking of the juvenile has been completed.

(3) The juvenile shall be booked in accordance with established procedures as outlined in sections 2/01-00.00 and 3/04-07.00 of this manual.

(4) Prior to accepting the juvenile prisoner, the jail must receive verbal authority from the youth court, authorizing detention in the jail.

(a) The name of the official authorizing the detention, along with the date and time, shall be recorded on the booking card.

(5) After the booking process has been completed, the youth shall be kept separated, physically and by sight, from all other adult prisoners.

3/04-04.00 Special Precautions

3/04-04.01 Rules and Regulations

(1) Juveniles incarcerated in the County Jail shall be subject to established inmate rules and regulations as outlined in section 2/06-00.00 of this manual.

3/04-04.02 Supervision

(1) Because of the nature of young people, it is important that while they are in jail, the supervision of the juvenile shall be increased.

(2) Juveniles shall be checked every thirty (30) minutes and the checks shall be recorded on the daily log.

(3) Juveniles will never be allowed to mix with adult prisoners, and staff supervision will be provided when the juvenile is involved in any prisoner programs, taking place in close proximity to adult housing or detention, as outlined in section 7/00-00.00 of this manual.

(4) Staff members will be responsible to see that juvenile prisoners are served their meals. Adult inmates will not be allowed to serve meals to juveniles.

3/04-04.03

Juvenile Rights

(1) When a youth is detained for investigation or questioning upon a matter which could result in a petition alleging that the youth being detained is either delinquent or in need of supervision, the following requirements must be met:

(a) The youth will be immediately and effectively advised of his constitutional rights and his rights under the Montana Youth Court Act.

(b) The youth may waive such rights under the following situations:

(i) when the youth is under the age of 12 years, the parents of the youth may make an effective waiver;

(ii) when the youth is over the age of 12 years, and the youth and his parents agree, they may make an effective waiver; and

(iii) when the youth is over the age of 12 years and the youth and his parents do not agree, the youth may make an effective waiver only with advice of counsel.

(2) Juvenile prisoners shall have at least the same rights and privileges as those adult prisoners being held in the County Jail.

(3) Juveniles may be given special privileges in accordance with laws, statutes, and rules established by the Jail Administrator.

3/04-05.00

Confidentiality of Records

3/04-05.01

Publicity

(1) "No publicity shall be given to the identity of an arrested youth or to any matter or proceeding in the youth court involving a youth proceeding against, as, or found to be, a delinquent youth or youth in need of supervision except as provided in section 41-5-601 MCA."

3/04-05.02

Fingerprinting and Photographing of Juveniles

(1) Title 46 shall apply to all law enforcement investigations relating to a complaint alleging a delinquent youth or youth in need of supervision, except that:

(a) no youth may be fingerprinted or photographed for criminal identification purposes except by order of the youth court judge;

(b) no fingerprint records or photographs may be filed with the Federal Bureau of Investigation, the Montana Department of Justice, or any other than the originating agency, except for sending the fingerprints or photographs to any law enforcement agency for comparison purposes in the original investigation.

(2) At such time as the proceedings in the matter, including appeals, are complete, the fingerprint record and photographs shall be destroyed. However, such fingerprint records and photographs may be retained by the originating agency for a specific period when ordered by the court for good cause shown.

3/04-05.03

Law Enforcement Records

(1) Jail records pertaining to youths shall be kept confidential. No record will be open to public inspection or their contents disclosed to the public, unless so ordered by the court.

(2) Inspection of law enforcement records concerning a youth is permitted prior to the sealing of the records by:

(a) a youth court having the youth currently before it in any proceeding;

(b) the officers of agencies having legal custody of the youth and those responsible for his supervision after release;

(c) any other person, by order of the court, having a legitimate interest in the case or in the work of the law enforcement agency;

(d) law enforcement officers of the State of Montana, when necessary for the discharge of their immediate duties;

(e) a district court in which the youth is convicted of a criminal

offense, for the purpose of a presentence investigation;

(f) the county attorney; or

(g) the youth, his parents, guardian, or counsel.

3/04-06.00

Admission Procedures

3/04-06.01

Determining Age

(1) The admitting jail officer will exercise every available means to determine the age of prisoners who may be juveniles before accepting such prisoner into custody. Such means shall include, but not be limited to:

(a) inspection of prisoner's personal identification;

(b) questioning of prisoner and transporting officer;

(c) telephone calls to relatives named by the prisoner;

(2) If the prisoner is found to be a juvenile and if the commitment documents do not specify that the prisoner is a juvenile to be handled as an adult, the admitting jail officer will instruct the transporting officer to transport the prisoner to the local detention facility.

(3) If the juvenile prisoner is brought to jail after 6:00 p.m. and the commitment documents are otherwise in order, the admitting jail officer will accept custody and the juvenile will be housed until the next court appearance.

(4) The admission of a juvenile for temporary detention awaiting transportation, will be noted in the daily log.

(5) Juveniles held temporarily will be housed in housing units that are separated from adult prisoners physically and visually.

(6) When a prisoner already admitted into the jail claims to be a juvenile, the procedures set forth will be followed.

3/04-07.00 Inmates Claim's to be a Juvenile

3/04-07.01 Policy

(1) Every effort will be made by the staff of the jail to avoid the inadvertant or mistaken detention of juveniles.

3/04-07.02 Procedure

(1) When a prisoner professes to be a juvenile and is not being held by court order to stand trial as an adult, or when a prisoner may be identified as a juvenile by any credible source, the jail officer who first hears or receives a report will observe the following steps:

(a) segregate the prisoner from the adult population;

(b) notify the supervisor;

(c) the supervisor or administrator will attempt to determine the true age of the prisoner by:

(i) questioning the prisoner;

(ii) obtaining from the prisoner the names, addresses, and telephone numbers of parents, guardians, or relatives who may confirm the age of the prisoner;

(iii) telephoning the person or persons named by the prisoner, advising them the prisoner is in custody and asking them to verify the prisoner's age.

(d) If the prisoner is not declared to be under the age of eighteen (18) years old by the persons contacted, prepare a written record of the conversation on an incident report form, stating the name and relationship of the person contacted the date of the prisoner's birth as stated by the them and other pertinent aspects of the conversation; attach the record of the conversation to the prisoner's jail file, and direct that the prisoner be returned to an appropriate housing location according to appropriate classification within the jail. It will no longer be necessary to segregate the prisoner.

(e) If the persons contacted confirm that the prisoner is eighteen (18) years or younger request that they bring proof of the prisoner's age to the jail as soon as possible. Proof of age should be certified by a birth certificate; however, if a birth certificate does not exist, school records or other official documents reflecting date of birth may be substituted.

(f) If the jail officer cannot determine the age of the prisoner, he should then contact the juvenile probation department to see if they have a record of that prisoner and if so what the date of birth shows on that record.

(g) If the prisoner is determined to be a juvenile, the jail officer will contact the juvenile probation department for confirmation that the prisoner is in custody of the County Sheriff's Department and that the Sheriff's Department will transport the prisoner to the juvenile detention center immediately.

(h) The juvenile prisoners shall be segregated from all other prisoners pending release from or transfer of custody.

(i) Upon receipt of proof of age, or confirmation of county juvenile probation department, the jail officer shall make two (2) duplicate copies of the document used to confirm the age of the subject, or prepare a written report in duplicate of the conversation with the representative of county juvenile probation department contacted and promptly:

(i) notify the arresting agency that the prisoner placed by them in the county jail is a juvenile, and that the prisoner will be delivered to the juvenile detention facility.

(ii) A determination as to whether or not the juvenile subject may be released to the custody of a parent or legal guardian will be made by the arresting agency or the court.

(iii) Instruct the arresting agency to contact and advise the appropriate court in which charges are pending of the fact that the defendant is a juvenile.

(iv) Request the arresting agency to obtain and furnish disposition of the case to the jail, so that the jail may clear

its record and method of release. A written record of such conversations shall be made on an incident report form and placed in the prisoner's file.

(j) The jail admitting officer shall follow the established book out procedure with these additions:

(i) revised records shall be completed for the juvenile and attached to the original records;

(ii) both sets of records shall be placed in the file after book out procedures have been completed;

4/00-00.00

SECURITY

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CHAPTER ONE

4/01-00.00

WEAPONS

4/01-01.00

Policy

(1) To insure the safety and security of the jail staff and prisoners, no fire arms, chemical agents, or weapons shall be worn or carried in the confinement area, unless under emergency conditions, and then only upon the authorization of the Jail Administrator or the Sheriff.

4/01-02.00

Procedure

4/01-02.01

Admissions Area

(1) Staff members supervising the admissions area of the jail, shall require that those wishing to enter the jail remove and deposit fire arms, weapons, and chemical agents in the gun locker provided at the entrance to the jail.

4/01-02.02

Refused Access to the Jail

(1) The supervisor shall be summoned immediately if any person refuses to comply with such security precautions.

(2) The supervisor shall report, in writing, any resistance to security procedures, to the Jail Administrator for appropriate follow-up action.

(3) Persons refusing to secure weapons in the gun locker shall not be permitted inside the security perimeter of the jail, and shall be asked to leave the premises immediately.

4/01-02.03

Armory

(1) The jail will utilize the Sheriff's Department armory. All unissued

weapons shall be stored in the armory and each time a weapon is issued therefrom, the name of the person to whom issued and the date, time, and purpose for which issued will be recorded on the armory log, by the Sheriff's officer in charge.

(2) It is the responsibility of the jail commander to work with the Sheriff's officer in charge of the armory, to insure that weapons, chemical agents, and other security equipment stored there, for use by the jail, are periodically inspected and inventoried.

4/01-02.04

Training

(1) Any jail officer charged with the use of firearms, chemical agents, or other weapons, shall be trained in the effective use of such weapons. This training will include, but not be limited to:

- (a) proper use of the weapon;
- (b) weapons safety on and off the job;
- (c) least restrictive use of that force;
- (d) when and under what circumstances should the weapon be used;
- (e) first aid treatment when a weapon is used.

CHAPTER TWO

4/02-00.00

CONTRABAND

4/02-01.00

Policy

(1) The introduction of contraband into the jail, or the possession of contraband is a severe threat to the security of the jail and the safety of its staff, prisoners, and visitors.

(2) Jail staff members will take all reasonable precautions to prevent the introduction of contraband and will in no way hinder the discipline or prosecution of persons possessing contraband.

4/02-02.00

Procedure

4/02-02.01

Definition

(1) Any item not appearing upon the approved item list, or otherwise approved by the Jail Administrator, shall be considered as contraband.

4/02-02.02

Confiscation and Reporting

(1) When contraband is found on a prisoner or in the jail, the jail officer who first discovers the item shall:

- (a) remove the contraband from the prisoner or location;
- (b) if possession constitutes a major or serious violation, the prisoner will be transferred to a disciplinary isolation cell;
- (c) place a tag on the contraband showing the date, time, the name of prisoner from whom received, and or the location from which removed.
- (d) deliver the contraband to the jail administration;

(e) note the incident and the transfer of the contraband in the daily log.

(i) Under no circumstances shall a jail officer or other employee keep or destroy contraband.

(f) complete a written incident report;

(g) the jail commander shall determine whether the possession of the item in question is in violation of state law and, if so, turn over the item and the incident report to the detective division for investigation and possible filing of charges.

(h) whether or not criminal charges are to be filed, the jail commander may elect to begin disciplinary procedures. The contraband shall not be destroyed until such time as all charges or proceedings surrounding the incident are resolved.

(i) if the contraband items include money, such money shall, at the conclusion of all related proceedings, be placed in the county general fund.

4/02-02.03

Search and Shakedown

(1) The discovery of contraband in the possession of an inmate shall be grounds for an immediate strip search of the prisoner, and search of his cell.

(2) The prisoner shall not be permitted to be out of the officer's sight. The officer will escort the prisoner to the strip search room, where the search will be conducted in accordance with section 2/14-00.00 of this manual.

(3) The discovery of contraband, in any part of the jail, will be cause for an immediate shakedown of that area. Prisoners who have been in the area in which contraband is found shall be searched and their cells also.

CHAPTER THREE

4/03-00.00

SECURITY INSPECTIONS

4/03-01.00

Cell Searches (Shakedowns)

4/03-01.01

Policy

(1) No matter how thoroughly incoming prisoners are searched, some weapons and other contraband are going to find their way into the jail. Other problems will occur, such as cutting bars, manufacturing of weapons out of spoons, toothbrushes and mops, making alcohol, etc. It, therefore, is necessary to conduct frequent searches of the prisoners' cells and other areas in the jail where prisoners work, play, congregate, or are temporarily held to discover and eliminate these problems.

(2) Shakedowns should be frequent, but irregularly scheduled to prevent inmates from guessing when a shakedown is coming. Shakedowns should be conducted as frequently as manpower limitations permit. The search should be systematic and nothing overlooked.

4/03-01.02

Search Objectives

(1) Before starting a search, the officers assisting should be briefed as to the objectives — primary and secondary.

(2) The primary objective may be to locate a particular item (or items) known or believed to be in a tier, cell, or in the jail.

(3) There may be no primary objective other than the general objectives of any cell search.

4/03-01.03

General Objectives

(1) To discover weapons.

(2) To discover other contraband items. Some common items of contraband include:

(a) pills, needles, etc.

- (b) Books hollowed out to hide other contraband.
 - (c) Ball point pens.
 - (d) Cords (made by braiding shoe laces or strips of cloth).
 - (e) Homemade alcohol.
 - (f) Spoons.
- (3) To discover escape attempts or devises. This would include cut bars, handcuff keys (usually made from metal ink tubes in ball point pens), etc.
- (4) To check for destruction of jail property.
- (5) To discover violation of jail regulations and extra clothing.
- (6) To discover safety or health hazards.
- (7) To discourage violation of jail rules.

4/03-01.04

Cell Search Procedure

- (1) The inmates should be locked into their individual cells or removed entirely from the area.
- (2) If inmates are kept in their cells, each man should be strip searched just prior to the search of his cell and then moved far enough away from his cell to prevent him from observing the search of his cell.
- (3) After being searched, the inmate shall be kept away from the other inmates to prevent the transfer of contraband.
- (4) After the cell search is completed, the prisoner should be locked up again until the entire cell block has been searched. The search team would repeat this procedure with each cell until completed.

4/03-01.05

Recording the Search

- (1) The jail search record form will be filled out listing all weapons,

contraband, extra clothing, jail regulations, etc.

(2) One man should be assigned to do nothing but record the information while the other officers conduct the actual search.

4/03-01.06

Search Procedure

(1) **Observe.** Upon entering the cell the officer should stand for a few seconds to observe the general layout and contents of the cell and note anything out of the ordinary.

(2) **Clothing.** Search any clothing lying or hanging in the cell and confiscate any clothing in excess of the allowed issue.

(3) **Bed.** Examine blankets, mattress cover, and mattress. Remove all from bed frame. Nothing is to be stored under the mattress. Examine the mattress for tears, split seams, or cuts as they may be used to hide contraband. Feel the mattress to locate hard objects hidden in the mattress. Lift bed frame, if possible, to a vertical position and examine for objects taped or glued to the bottom.

(4) **Sink and Toilet.** Examine inside and out. Check inside faucets and drains.

(5) **Ventilator Grills.** Contraband may be hanging outside of the cell wall by a thread or string. Also, remove anything blocking or covering the grills or the lights.

(6) **Books.** Examine books carefully. Razor blades, hacksaw blades, and other flat items may be hidden in books. Also, books may be cut out to hide other objects. Remove excess books from cell.

(7) **Articles in Cell.** Examine all letters, envelopes, toilet paper rolls, cigarette packages, matchbooks, soap, cards, medicine in envelopes (confiscate all extra pills), commissary, and other miscellaneous items.

(8) Check top of mounted shelves, doortracks, crossbars and ledges.

(9) Check for damage, saw marks or evidence of sabotage. Tap the bars with a mallet or other object to determine if bars have been cut. If the bars have been cut, even part of the way through, the bars will give off a different sound.

(10) **Final Check.** Before moving to the next cell, take one final look at the area just searched and ask yourself where you would hide something if you were the prisoner. The prisoner will use his imagination when he hides contraband; use yours to find it.

4/03-01.07

Condition of Cell Upon Leaving

(1) Leave the cell, as nearly as possible, in the condition you found it. Leaving the cell upside down after a shakedown can only cause unneeded resentment and morale problems. Don't throw blankets and non-contraband items around on the floor. It is just as easy to replace disturbed items.

(2) The purpose of a shakedown or cell search is to find or discourage use of contraband and detect violation of jail regulations. It is not for the harassment of inmates. Personal items not classified as contraband should not be broken or taken. The prisoner may attach great personal value to some articles, or they may have been purchased from the commissary.

4/03-01.08

Search of Shower and Common Area

(1) After completing the cell areas, search showers and common areas. If possible check overhead above shower stalls.

4/03-01.09

Search of Other Areas

(1) The cell blocks are not the only areas that should be systematically searched on a regular basis. Any areas entering the jail, the admission office, the holding cages, drunk tanks, kitchen, laundry, courtyards, loading docks, recreation rooms, and storage areas, all should be searched as frequently as possible.

4/03-02.00

Cleanliness and Cell Inspection

4/03-02.01

General

(1) Cleanliness and the condition of the jail is essential. We will conduct, therefore, daily inspections of the cells, day rooms, corridors and other areas.

(2) Inspections will be reported on the jail report form.

4/03-02.02

Procedure

- (1) Daily inspection will be conducted by the jail officer.
- (2) The supervisor will make periodic inspections of all areas of the jail to make certain that all inspections are being properly conducted.
- (3) Inspection sheets will be turned into the shift supervisor at the end of each shift.
- (4) Inspection forms will be picked up daily from the admissions office to be processed and filed.

4/03-03.00

Safety Inspections

4/03-03.01

Security Items

- (1) The jail commander will inspect, or assign jail officers to inspect, weekly, the security and safety equipment. That inspection will include:
 - (a) all locks;
 - (b) all doors to cells, cell areas, and security perimeter;
 - (c) all video and audio monitoring equipment;
 - (d) first aid kits;
 - (e) fire extinguishers;
 - (f) smoke detectors and fire alarms;
 - (g) window casings and bars;
 - (h) emergency breathing apparatus (air packs);
 - (i) emergency electrical generator.

4/03-03.02

Reporting

(1) If during cell searches, surveillance tours, weekly or monthly security inspections, any irregularities in safety or security are discovered, the procedures outlined in section 6/04-00.00 of this manual will be followed.

(2) Dates and times of cell searches, weekly and monthly inspections shall be recorded in the daily log.

(3) A permanent record of all searches and shakedowns will be filed in the Administration office. These reports will be evaluated in an attempt to determine the amount and by what means, the contraband is being introduced into the jail. All appropriate measures will be taken to prevent contraband from coming in.

CHAPTER FOUR

4/04-00.00

SUPERVISION OF INMATES

4/04-01.00

Policy

(1) It is the affirmative duty of the Sheriff, Jail and jail officer to maintain twenty-four hour supervision of prisoners and their activities to insure their safety and security and the safety and security of the jail staff, prisoners, and visitors.

4/04-02.00

Procedure

4/04-02.01

Regular Supervision

(1) The jail officer on duty will conduct a tour of each cell area, or other areas where prisoners are present, checking every prisoner at least every sixty (60) minutes on an irregular schedule.

(2) Female prisoners will be supervised by female jail officers.

4/04-02.02

Special Supervision

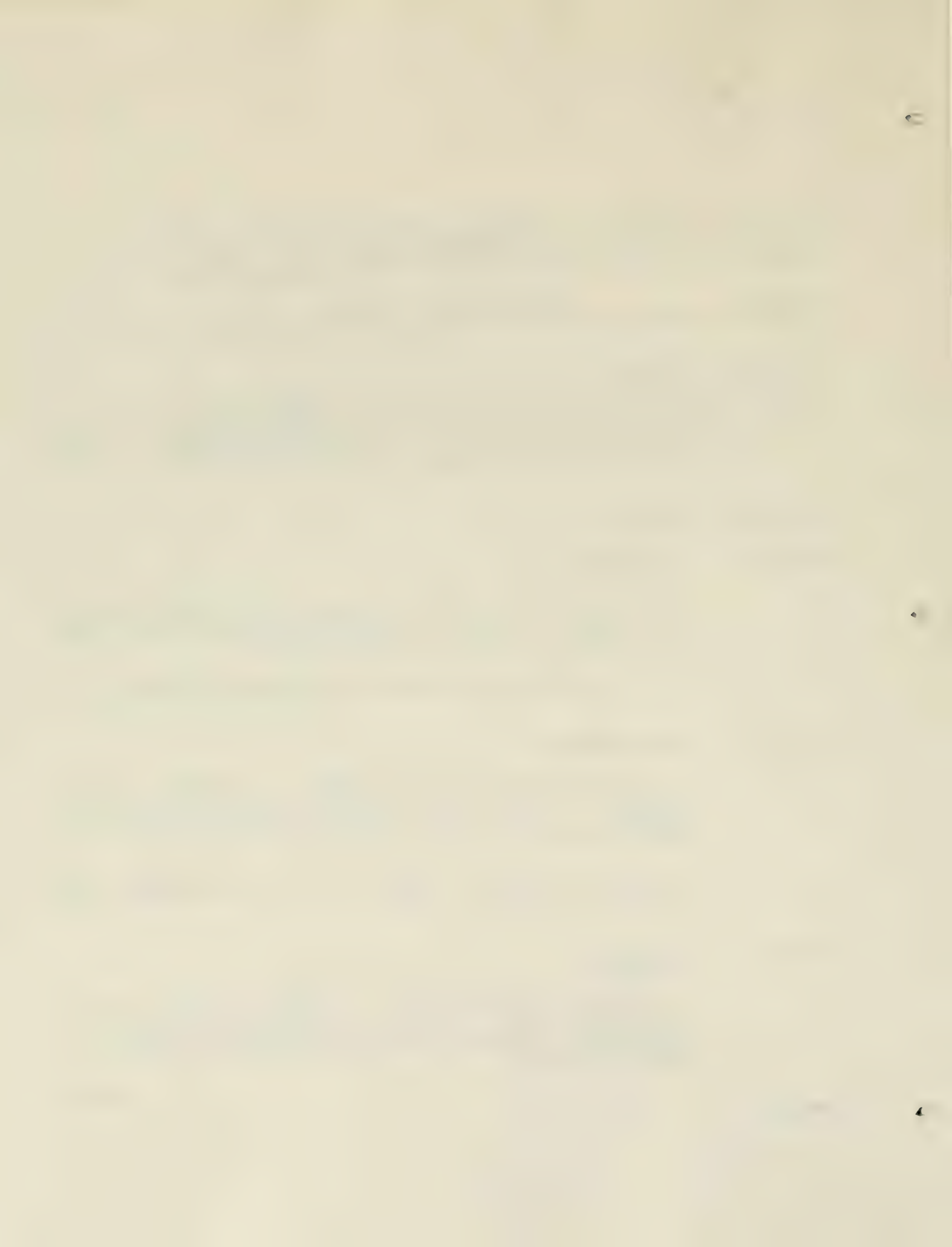
(1) Special supervision, such as mentally or emotionally disturbed prisoners, and those housed in disciplinary isolation or administrative segregation, will be observed more frequently, at least once every fifteen (15) minutes.

(2) Juvenile prisoners, if housed in the jail, will be checked by jail staff every thirty (30) minutes.

4/04-02.03

Observation

(1) During a surveillance tour, the jail officer will observe prisoner's behavior and appearance for unusual or questionable situations, cuts, bruises, prisoners expressing hostility, showing signs of depression, not eating, or nervousness.



- (2) If prisoners are locked in their cells, the jail officer will note if they are in their assigned cells.

4/04-02.04

Spot Checks

- (1) During one or more of the tours required above, the jail officer will also spot check the security devices, locks, doors, bars, lights, for any evidence of tampering or impairment of operation.
- (2) Any irregularities discovered will be reported as outlined in this manual.

4/04-02.05

Records

- (1) The housing jail officers will note in each housing unit daily log any and all significant or unusual events occurring during the shift.
- (2) The times when each surveillance tour is conducted and the areas checked will also be noted in the daily log.

4/04-02.06

Shift Change

- (1) When the relief jail housing officer reports for duty, the jail officer being relieved will direct the attention of the relief housing officer to any significant entries in the log during the shift change briefing.

4/04-02.07

Electronic Surveillance

- (1) The use of audio/visual systems will not replace personal staff supervision. These systems may be useful to enhance supervision, but they shall not be used to replace the twenty-four (24) hour per day personal supervision.

CHAPTER FIVE

4/05-00.00

HEAD COUNT PROCEDURES

4/05-01.00

Policy

- (1) A physical head count of all inmates will be conducted each shift and at lock-up. Each housing unit officer, including the women's section officer, will be required to report the head count on the daily log and route it to the supervisor.
- (2) Housing unit officers will report to work ten minute early each shift and assist the housing unit officer with the head count.
- (3) Lock-up time may be altered during daylight savings time, or for other reasons, when that occurs the on-duty officer will be responsible for the head count at lock-up.

4/05-02.00

Procedure

4/05-02.01

Prisoner Count

- (1) Following the actual count of inmates, an entry will be made in the daily log.
- (2) In order to account for the differences between the actual count and the indicated count, jail housing unit officers will determine the whereabouts of all prisoners removed from their custody by checking their daily log. This report will indicate the number and location of signed out prisoners.
- (3) Cross check this count with prisoner card board at each housing unit station. When the counts balance, the jail officer coming on duty will relieve the officer going off duty and will submit a report to the supervisor.
- (4) Both jail officers making the count will sign the report.

- (5) Both jail officers signing this report will be accountable for any discrepancies.

4/05-02.02

Prisoners Unaccounted For

- (1) Repeat the head count procedure, checking for errors. Check completely on the daily log and court logs.
- (2) If the head count procedure still indicates that there is a missing inmate, compare the actual prisoners accounted against the prisoners cards to determine who is missing.
- (3) If this procedure fails to locate the error or reveals that a prisoner is, in fact, unaccounted for, call the supervisor immediately.
- (4) All check-out logs should be double checked.
- (5) When located, all jail officers shall be notified and normal operations shall resume.

4/05-02.03

Tabulating Head Counts

- (1) After the head count has been completed in each housing unit, and the women's section at the end of each shift, all tally sheets will be forwarded to the supervisor. The admitting officer will make the head count in the admissions area.
- (2) The supervisor will compute the jail total by combining all unit count totals.
- (3) The supervisor will compute the controlling figures by:
 - (a) Counting all prisoner booking records on file;
 - (b) Counting all part-time prisoner records that are located in the part-time prisoner file.
- (4) The jail total and the control total will be compared to determine if all prisoners are present and accounted for.

4/05-02.04

Prisoner Location Verification

- (1) Prisoners names and locations will be verified by comparison with booking office records.
- (2) Each housing officer will complete the prisoner roster, listing the location of each prisoner located in his area of responsibility at the beginning of each midnight shift. The matrons will cover the women's section, and the admitting officer will cover any holding tanks.
- (3) All rosters will be forwarded to the supervisor for comparison and updating of location information on the master roster in the booking office.
- (4) Verification procedures are as follows:
 - (a) obtain the prisoner control totals;
 - (b) check off each prisoner's name, as the file jacket is located;
 - (c) compare the actual count total and the control total;
 - (d) compare the prisoner roster total and the booking file total;
 - (e) state head count results in each log;
 - (f) all results of the verification procedures will be forwarded to the supervisor after totals are balanced.

4/05-02.05

Escape Prisoners

- (1) In the event the jail is unable to locate a prisoner, after all of the above procedures have been completed, he will be deemed as an escapee.
- (2) The jail supervisor, upon discovering an escape will follow the procedures outlined in section 11/03-00.00 of this manual.

CHAPTER SIX

4/06-00.00

KEY CONTROL

4/06-01.00

Policy

- (1) It is the policy of the County Jail to maintain strict control of all keys used by jail personnel in the operation of the jail. Duplicate sets of keys shall be maintained in the Sheriff's Office safe in the event of emergencies.
- (2) Only jail employees shall be authorized to handle jail keys.

4/06-02.00

Procedures

4/06-02.01

Storage

- (1) There will be a secured, locks box in the admissions office where all jail keys used by the staff shall be kept.
- (2) Inmates will not have access to this key locker.
- (3) The shift supervisor will have the key to the key locker, and this locker will be kept locked at all times.
- (4) A master list shall be maintained in the key locker showing each key, number, and the purpose for that key.

4/06-02.02

Checking out of Keys

- (1) Keys will only be issued with the permission of the supervisor on duty.
- (2) Officer removing keys from the key locker must fill out a key accountability form showing the name of the officer, the key number, the date and time the key was taken from the box.

- (3) The officer taking the key from the locker will be responsible for that key while it is out, and must log the time the key was returned to the locker.

4/06-02.03

Key Accountability

- (1) The key locker shall be checked each shift by the shift supervisor to determine that all of the keys are accounted for.
- (2) If this inspection shows that a key is missing the shift supervisor shall do the following:
 - (a) Determine if the key has been checked out;
 - (b) if the key was logged back in, the supervisor shall check with the officer who last checked out the key, to verify that the key was returned;
 - (c) if the key is not yet accounted for, the supervisor shall notify the jail administrator of the missing key, this notification shall be verbal, but a complete written report will be submitted.
 - (d) the supervisor will then order a shakedown of the jail facilities in an attempt to locate the key.
- (3) If after all of the above is completed, and the key is still not found, then notification will be made to the jail administrator who will then order the maintenance department to change the corresponding locks and provide new keys.

4/06-02.04

General Key Issue

- (1) Certain jail staff members will be required to have keys in their possession during their entire tour of duty. These keys or sets of keys will be checked out in the manner described above.
- (2) Officers being issued keys will know how many keys are on the key ring assigned to them and shall count them periodically to make certain that all of the keys are in his possession.

(3) Keys may be turned over to the relief officer, but prior to making the change over, the relief officer shall count the keys to make certain that all of the keys are on the ring.

(4) If keys turn up missing during an officer's tour of duty, the same reporting system outlined above shall be followed.

4/06-02.05

General Rules

(1) Never leave keys lying around on desk tops, or in drawers.

(2) Never allow inmates to handle keys.

(3) Keep keys covered at all times.

(4) Never release your keys to anyone but your relief officer.

(5) Never carry keys to inside and outside doors on the same key ring.

(6) Report lost or damaged keys immediately.

CHAPTER SEVEN

4/07-00.00

CONTROL OF TOOLS AND HAZARDOUS MATERIALS

4/07-01.00

Policy

(1) No prisoners, except those on inmate worker status, shall be given or have access to any tools or hazardous agents, toxic cleaning fluids, drain cleansers, pressurized arisol cans, any substance labeled poisonous.

4/07-02.00

Procedure

4/07-02.01

Supervision

(1) Inmate workers who are assigned certain duties involving the use of tools or hazardous or toxic agents, will only use them under direct personal supervision of a jail officer.

4/07-02.02

Inventory

(1) The jail officer, who supervises the inmate worker, will be responsible for accounting for all tools and supplies when the work is completed. All tools shall be numbered and a numbered list shall be maintained in the storage area.

(a) The jail officer supervising will, when issuing supplies or tools from the storage area, check off the items on the inventory sheet in the area.

(b) When work has been completed, the jail officer will check the returned materials and tools against the inventory sheet.

4/07-02.03

Discipline

(1) If there is any misuse or attempted misuse or loss of tools or

hazardous materials, the jail officer will prepare a written report to the jail commander to remove the prisoner in question from inmate worker status and to take possible disciplinary action where warranted.

(2) A thorough shakedown of the jail shall be conducted in the event tools or hazardous materials turn up missing.

(3) Lost tools or materials shall be reported to the Jail Administrator, in writing, immediately.

CHAPTER EIGHT

4/08-00.00

USE OF FORCE

4/08-01.00

Policy

- (1) Only the amount of physical force necessary to regain control of a prisoner will be used by the staff of the County Jail.
- (2) Physical force may be used only when an attack by a prisoner on a jail employee, visitor, other persons, or inmates, is actually occurring, is clearly eminent or, when other lesser means have failed to achieve a legitimate and necessary objective.
- (3) Physical punishment of a prisoner by a jail officer will not be permitted.

4/08-02.00

Procedure

- (1) The following procedural guidelines are designed to illustrate that jail officers have a number of choices in handling violent or potentially violent situations.
- (2) Jail officers should, whenever possible, move through these procedures in sequence so that prisoners are given every opportunity to cease their disruptive or assaultive activity and cooperate with the jail officers.

4/08-02.01

Uncooperative Prisoner

- (1) The jail officer who encounters an uncooperative prisoner will take the following actions:
 - (a) **Verbal persuasion;** attempts to verbally convince the prisoner to cooperate;
 - (b) **Verbal warnings:** if verbal persuasion fails, warn the prisoner of the consequences of non-cooperation (use of force, disciplinary

action);

(c) **Show of force:** if warnings are not effective, call for back-up personnel and an attempt to intimidate the prisoner through the show of force;

(d) **Control Holds:** if a show of force is insufficient, or impossible, the jail officer shall attempt to use the physical holds designed to gain control of the prisoner, no blows will be struck by the officer unless the resisting prisoner becomes an attacker.

4/08-02.02

Attacking Prisoner

(1) If at any point in the above process a prisoner attempts to physically attack a staff member, visitor, other prisoner, or other persons, the following steps will be taken:

(a) **Back-up:** call for back-up personnel, if not already present;

(b) **Blocks:** block the blows or kicks of prisoner, giving the prisoner opportunity to reconsider and clearly establishing that the prisoner is in fact the aggressor;

(c) **Take-downs:** if, after the prisoner's initial blows or kicks have been blocked, the prisoner persists, the jail officers will attempt to take the prisoner down, by using take-down techniques, specified in jail training courses, designed to gain control over the prisoner;

(d) **Blows and kicks:** if the prisoner's strength and agility are such that the take-down techniques are not effective, or if the physical setting renders their use ineffective, only then may the jail officers resort to kicks or blows. The following blows are to be avoided categorically, unless a jail officer's life or the life of another person is clearly in danger:

(i) Knuckle blows to the temple;

(ii) Base of hand blows to the nose;

(iii) Cupped hand blows to the ear;

(iv) Kicks to the groin or head areas;

(v) Blows or gouges to the eyes.

When a jail officer resorts to blows or kicks, only the type and number sufficient to bring the prisoner under control shall be used. Such tactics shall not be used to inflict unnecessary or permanent injury, but only to temporarily disable and only after other means have failed.

(e) **Retreat:** jail officers may, if all else has failed, if an escape route is open to the jail officer and if no other persons are or would be open to attack by the prisoner, retreat from the scene and obtain a baton and/or chemical irritant spray, from the armory;

(f) **Use of baton:** the baton is for defensive purposes and the same procedures apply to the baton as apply to the hands and feet.

(i) First use the baton to block the prisoner's blows or kicks, giving the prisoner opportunity to cease his aggression.

(ii) Second, use the baton to strike prisoner below the neck and in a manner designed to temporarily disable and gain control of the prisoner, not to cause permanent injury.

(g) **Use of chemical irritants:** if chemical irritant spray is used, it shall be used only in that amount necessary to gain control and cause the prisoner to cease his aggression. It should never be sprayed directly into the face at close range.

4/08-02.03

Multiple Prisoners

(1) See procedures in this manual under Riots and Disorders.

4/08-02.04

Medical Examinations

(1) Persons involved in a use of force incident, who complain of or receive injuries, shall receive medical assistance as follows:

(a) Prisoners will be treated in accordance with the medical

emergency care plan in this manual.

(b) Prisoners not requesting or receiving immediate medical attention will be scheduled to see the jail physician during his next regular visit to the jail.

(c) All staff persons will be required to receive immediate medical attention and provide documentation and treatment.

(d) All other persons will be requested to seek immediate medical attention.

4/08-02.05

Increase Surveillance

(1) Following a use of force incident, the jail officer will observe the prisoner at least every fifteen (15) minutes, for the next twenty-four (24) hours, to detect any noticeable change in the prisoner's behavior or physical condition.

(2) Each check will be noted in the daily log and initialed by the jail officers.

4/08-02.06

Investigation

(1) The Sheriff will initiate an investigation of the incident, apart from any investigation of disciplinary charges against the prisoner if:

(a) the prisoner challenges an excessive use of force;

(b) the Sheriff determines from the report that an investigation is warranted.

4/08-02.07

Reporting

(1) After every incident in which a jail officer or staff member has used physical force, the jail officers involved will immediately file a full report of the incident, citing the reasons for the degree of force used and the results of its use.

CHAPTER NINE

4/09-00.00

USE OF PHYSICAL RESTRAINING DEVICES

4/09-01.00

Policy

(1) Restraining devices, handcuffs, leg chains, waist chains, will never be used for purposes of punishment, but only for the prevention of escape, the protection of prisoners from self injury, or the prevention of a prisoner from injuring others.

4/09-02.00

Procedure

4/09-02.01

Protection from Self Harm

(1) Isolation cells: when a prisoner's behavior indicates a potential for an actual attempt or injury to himself, the prisoner will be removed to an isolation cell.

(2) Restraints: after being placed in an isolation cell, if the prisoner's behavior is still directed toward or indicative of self harm, the prisoner will be placed in physical restraints. When restraints are used in such a manner, they will be used to restrict the movement of the prisoner only to the degree necessary and will be affixed in such a way as to cause minimal discomfort and avoid their injuring the prisoner.

(3) Supervision: prisoners placed in restraints will be subject to more frequent observation by jail staff. This will mean that a check is made every ten (10) minutes and the check will be noted in the daily log.

(4) Physician: if any prisoner is placed in restraints, the jail physician will be notified by the supervisor and informed of the circumstances. No prisoner will remain in restraints for more than eight (8) hours without an examination by the jail physician or the physician's designee.

(5) Reporting: the removal of a prisoner to isolation and the placement of the prisoner in restraints, for self protection, will be reported immediately to the jail administrator. A written incident report will be

filed within twenty-four (24) hours of the incident.

4/09-02.02

Prevention of Escape or Assault

(1) Transportation or transfer to court or hospital: see procedures as outlined in section 10/02-00.00 of this manual.

(2) Transfer to other law enforcement or correctional agencies: when a prisoner is being transferred into the custody of another law enforcement agency or correctional agency, the admitting jail officer will inform the escorting officer of the prisoner's history and behavior and any indication of risk posed by the prisoner. The use of restraints will be at the discretion of the escorting officer.

(2) The report will be forwarded to the jail administrator and the Sheriff.

5/00-00.00

INMATE COMMUNICATIONS

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CHAPTER ONE

5/01-00.00

INMATE MAIL

5/01-01.00

General

- (1) Inmates will be granted the right to send and receive mail, subject to the policies and regulation herein set forth.
- (2) No mail service will be provided on Saturday, Sunday, or holidays.

5/01-01.02

Censorship Policy

- (1) There will be no censoring of inmate mail. Inmates will be accorded the right to write whatever they choose in their outgoing mail. That mail will be delivered uncensored to the U.S. Postal Service or its authorized collection points.
- (2) All incoming mail will be opened and checked for contraband, but will not be censored.
- (3) Inmate mail may be read, if there is reasonable cause to believe that the inmate is using the mail to transmit escape plans, smuggle contraband, or carry on with criminal activities. A written report will be made any time inmate mail is read.

5/01-01.03

Incoming Mail Procedure

- (1) The mail officer will pick up the incoming mail and bring it to the jail.
- (2) He will then open each letter and check it for contraband.
- (3) The letter will be closed with cellophane tape and delivered to the respective area of the jail for delivery to the inmate.

(4) The jail officer will then distribute, personally, the mail to each inmate. No inmate worker or other prisoner will be allowed to read, distribute, or otherwise handle the mail.

5/01-01.04

Contraband and Foreign Substances

(1) Any letters containing powders, tobacco shreds, seeds, or other foreign substances will be rejected.

(2) Water marks should be cut or torn from letters or envelopes. LSD, and some other powerful drugs, could be used to treat a spot on a letter. If a spot is noticed on a letter and removing it would cause the written portion of the letter to be altered, the entire letter will be rejected and returned to sender. Any time the mail is returned, the sender will be notified in writing of their right to a hearing regarding the rejection.

(3) Unauthorized items being received through the mail will be handled as follows:

(a) Items which are not authorized, but which are not unlawful, will be returned to the sender or placed in the inmate's property.

(b) Items which are unlawful (drugs, etc.) will be placed in evidence and the proper investigative unit of the department notified to investigate and determine if charges should be filed.

5/01-01.05

Money Received in the Mail

(1) Refer to inmate money procedures in section 2/05-00.00 of this manual.

5/01-01.06

Mail Coming in Through Visiting

(1) Mail coming through visiting must be properly addressed to the inmate, if it is to be delivered.

(2) Such letters received will be placed, unopened, in the mail box, where they will be picked up by the mail officer for inspection.

1. The first part of the paper is devoted to a general discussion of the problem of the existence of solutions of the system of equations

2. In the second part we shall consider the case of a linear system of equations

3. In the third part we shall consider the case of a nonlinear system of equations

4. In the fourth part we shall consider the case of a system of equations with a variable coefficient

5. In the fifth part we shall consider the case of a system of equations with a variable coefficient

6. In the sixth part we shall consider the case of a system of equations with a variable coefficient

7. In the seventh part we shall consider the case of a system of equations with a variable coefficient

8. In the eighth part we shall consider the case of a system of equations with a variable coefficient

9. In the ninth part we shall consider the case of a system of equations with a variable coefficient

10. In the tenth part we shall consider the case of a system of equations with a variable coefficient

5/01-01.07

Outgoing Mail Procedures

- (1) Jail officers will personally pick up letters from inmates who are assigned to his section of supervision. The restriction on inmate workers handling mail must be observed.
- (2) Envelopes will not be sealed by inmates before mailing.
- (3) The jail officer, at the end of each shift, will place all outgoing mail collected in the mail box.
- (4) The mail officer will collect the letters from the mail box and mail them each night, Monday through Friday.
- (5) Outgoing mail shall not be opened and read by jail personnel except when approved by the Jail Administrator or the Sheriff, in situations where it is warranted in the interest of jail security or safety of staff or inmates. This inspection procedure will not apply to privileged communications.

5/01-01.08

Federal Prisoner Mail Policy

- (1) Federal prisoners shall be permitted to correspond, within reasonable limits and subject to inspection by institutional officials, with their families and friends, their attorneys, and in the case of prisoners awaiting trial, with persons whom they need to contact in preparing for trial. They must be permitted to write to the Attorney General, the Director of the Bureau of Prisons, the Pardon Attorney, the U.S. Marshal, and the U.S. District Judge, and with their attorneys as provided in paragraph, without their letters being opened or read by institution officials.
- (2) Prisoners incoming and outgoing mail should be inspected; however, mail, including packages that have been processed through a Post Office should not be opened without the written consent of the inmate to whom it is addressed. Upon commitment to the institution, each federal prisoner should be requested to sign a declaration, similar to the one shown below, authorizing the officials to open, read, and examine his mail.

" I hereby authorize the (official in charge) of (name of

the first of these is the fact that the
second of these is the fact that the

third of these is the fact that the

fourth of these is the fact that the

fifth of these is the fact that the

sixth of these is the fact that the

seventh of these is the fact that the

eighth of these is the fact that the

ninth of these is the fact that the

tenth of these is the fact that the

eleventh of these is the fact that the

twelfth of these is the fact that the

institution) , or his representative, to open all mail and packages directed to me as long as I am a prisoner in said institution."

(3) Mail privileges should be denied to any inmate who refuses to permit such authority to the institution officials, and the inmate should be informed that any mail received for him will be returned to the Post Office as undeliverable.

(4) If inspection of incoming or outgoing mail discloses evidence of contraband, attempts to escape, information concerning criminal activities, or any material in violation of the Postal Laws, mail should be withheld and the facts reported promptly to the U.S. Marshal or the Director of the Bureau of Prisons.

5/01-01.09

Correspondence Between Inmates

(1) Letters, notes, and other written correspondence between inmates will be strictly prohibited unless approved in writing by the jail command.

(2) Such correspondence, when approved, will be limited to the following relationships:

(a) Husbands and wives.

(b) Parents and children.

(c) Brothers and sisters

(d) Other related persons who may be approved by the jail command.

(3) The two inmates writing must agree to the conditions under which approval is given.

(a) All correspondence will be routed through the Jail Administrator for inspection.

(b) They will not be allowed to discuss cases in which they are involved.

- (c) There will be nothing in the letters which could compromise jail security.
 - (d) No contraband will be passed.
 - (e) Writing privileges may be terminated immediately for violation of the agreement.
- (4) Approved correspondence will not be censored, read, or examined by any jail personnel other than the Jail Administrator.
 - (5) Officers given letters from one inmate intended for another, will forward such correspondence immediately to the Jail Administrator, whether approved or not.

5/01-01.10

Correspondence from Inmates to Jail Command

- (1) All correspondence from inmates to the Jail Administrator will be delivered promptly and opened in the administration office.
- (2) Correctional officers will not determine which correspondence will be delivered and which will not.

5/01-01.11

General Mail Regulations

- (1) Outgoing letters will be written with a lead pencil.
- (2) Letters will not contain any type of contraband.
- (3) The envelope flap must show inmate's name and cell number.
- (4) Letters addressed to the Attorney General, the Director of the Bureau of Prisons, the Pardon Attorney, the U.S. Marshal, and the U.S. District Judge must be mailed without the letters being opened or read by jail staff. Letters coming into the jail will be opened, however, to make certain that the letters are authentic. Prisoners could take advantage of a system which granted immunity to incoming letters with address labels, and forge envelope headings.
- (5) All stamps, seals or other foreign matter will be removed from

envelopes before delivering to the inmate.

5/01-01.12

Attorney Mail

- (1) All incoming attorney/inmate mail will be opened in the presence of the inmate, if at all.
- (2) Incoming attorney/inmate mail will not be read.
- (3) All attorney/inmate mail will be processed after the regular mail has been delivered.
- (4) Attorney/inmate mail should be marked privileged to show jail staff that this is confidential material and needs to be opened in the presence of the inmate.
- (5) Attorneys wishing to send mail to an inmate client within the jail should notify the Jail Administrator, in advance, that privileged mail will be coming to the facility.

5/01-01.13

Mail from the Courts, Judges or Public Officials

- (1) Mail from the court, judges and public officials will be handled in the same manner as mail from the attorney to his client.
- (2) Outgoing mail to the court and to attorneys will not be opened, unless there is reasonable cause to believe that escape plans are being passed, contraband is being passed, or other such illegal activity is being conducted.

5/01-01.14

Rejection of Mail

- (1) In the event the jail rejects a letter written by an inmate or addressed to an inmate, the jail will:
 - (a) notify the inmate in writing of the reasons for the rejection;
 - (b) the author of the letter, if other than an inmate, shall be notified in writing as to the reasons for the rejection.

(2) The person receiving the rejection notice shall have an opportunity to protest the decision by contacting the Jail Administrator or the Sheriff.

(3) Upon hearing the protest, the Jail Administrator or the Sheriff may:

- (a) Uphold the findings of the mail officer;
- (b) reverse the findings of the mail officer;
- (c) modify the rejection.

5/01-01.15

Forwarding or Returning Inmate Mail

(1) If an inmate has been released from the jail, and has left a forwarding address, the jail will forward all of his first class mail that they receive.

(2) If mail cannot be forwarded, the jail shall return the letter to the sender with the notification that the inmate is no longer housed in the jail and did not leave a forwarding address.

5/01-01.16

Mail Log

(1) The jail shall maintain a mail log for all incoming letters for inmates.

(2) The log will contain the following information:

- (a) The name of the inmate;
- (b) the name of the sender;
- (c) the date and time the letter was received;
- (d) the disposition of the letter, forwarded, rejected, delivered etc.

(3) This mail log will also be used to document the acceptance of privileged mail from the courts or the inmates attorney.

CHAPTER TWO

5/02-00.00

INMATE TELEPHONE ACCESS

5/02-01.01

General

- (1) Every reasonable effort will be made to insure adequate access to telephone service by inmates.
- (2) The use of the telephone by inmates is important in securing release, conferring with attorneys, and handling necessary personal matters.

5/02-01.02

Policy Incoming Prisoners

- (1) Incoming prisoners, after being booked and processed (fingerprinted and photographed), will be given an opportunity to use the telephone.
 - (a) Refusal of the offer for the use of the telephone shall be noted on an inmate telephone log.
- (2) Incoming prisoners will be allowed to make as many calls as may be required to notify an attorney, or his family, of his location and circumstances.

5/02-01.03

Policy Attorney, Bondsmen, and Official Calls

- (1) Inmates will not be denied reasonable telephone access to attorneys, bondsmen, probation officers, or other official calls.
- (2) Necessary calls will be decided on a rotation basis. Those inmates having the most recent calls will wait until those inmates who have not called recently have had an opportunity.
- (3) Calls which clearly constitute an emergency or urgent need will be given priority.

(4) "A reasonable telephone access to attorneys" will be considered to be one call per week, unless an obvious immediate need exists for telephone service, or with the permission of the Jail Administrator.

5/02-01.04

Policy Personal Calls

(1) Personal calls will be limited to emergencies, urgent needs, illness in the family, and other such things. Jail staff should use discretion and allow any calls which fit the above criteria or which seem to be of unusual importance to the inmate.

(2) Staff must consider the fact that heavy personal problems may be compounded in jail, and a call may relieve much tension and anxiety.

(3) Personal calls must of necessity be limited, so that higher priority calls can be handled.

(a) The expanded hours and days of jail visiting, and the free mail service for those without funds, should be used for routine personal communication.

(4) Inmates being transferred to the State Prison or other penal institutions will not be given calls or visits immediately before transfer, without permission of the Jail Administrator.

5/02-01.05

Incoming Calls

(1) No incoming calls will be accepted for inmates, without permission of the Jail Administrator, and only then in matters amounting to an emergency.

(2) The jail officer may take a message from the caller, if it is of sufficient urgency to pass on to the inmate.

(a) Matters lacking urgency will not be relayed, the caller will be advised to correspond by mail or visit on visiting days.

5/02-01.06

Long Distance Calls

- (1) Inmates wishing to call long distance must call collect.
- (2) The call must be accepted by the person receiving the call, and cannot be billed to a third number.
 - (a) No inmate may bill calls to his home number unless that is the number he is calling.
 - (b) No credit card calls will be allowed.

5/02-01.07

Federal Prisoners

- (1) Federal prisoners will conform with the general telephone policy and procedures as outlined in this section.
- (2) "In transit" federal prisoners will not be allowed any telephone calls except upon approval by the U.S. Marshal.
 - (a) Do not call the Marshal with telephone requests for "in transit" federal prisoners.
 - (b) Such requests will be made to the U.S. Marshal, in writing, by the inmate.

5/02-01.08

Inmate Telephone Record

- (1) The "Inmate Telephone Record" will be used to record the telephone calls made by each inmate.
- (2) At the time of admission, the inmate's name and number will be entered on the form.
- (3) For each call made during the inmate's stay in jail, the following information will be logged:
 - (a) Date;
 - (b) Cell assignment;
 - (c) Name of person called;

- (d) Reason for the call;
 - (e) Completed (Yes or No)
 - (f) Jail officer who supervised making of call.
- (4) The "Inmate Telephone Record" will follow the inmate to each assigned housing area and will be filed alphabetically in the appropriate file.
- (5) The sheet will give the officer ready access to information concerning all calls made by each inmate requesting telephone service.
- (6) Officers concerned will be required to keep the record current, and all inmate calls which are made or attempted will be properly entered.
- (7) When the inmate is booked out, the telephone record will be placed in his file.

5/02-01.09

Daily Telephone Log

- (1) The daily telephone log will serve as a log for all inmate calls during a twenty four (24) hour period.
- (2) The log will be started at 0001 hours and will end at 2400 hours.
- (3) The officers starting the log will enter the new date and his location at the top of the sheet.
- (4) Requests for telephone calls will all be entered on the sheet to the left of the solid black line indicating.
- (a) Time of request;
 - (b) Inmate's name;
 - (c) Cell assignment;
 - (d) Person to be called;

- (e) Purpose of call;
- (5) If the call is approved, enter:
 - (a) "Approved";
 - (b) Completed (Yes or No);
 - (c) If completed, the time;
 - (d) Jail officer's name who completed the call.
- (6) If the call is denied, enter:
 - (a) "Denied";
 - (b) Reason for denying call;
 - (c) Jail officer's name who denied the call.
- (7) If more than one page is required, write the page number in the upper right hand corner.
- (8) All requests and calls must be logged. Jail officers failing to log this information will be subject to disciplinary action.
- (9) After the telephone log is completed, it will be forwarded to the administration office.

5/02-01.10

Telephone Request

- (1) Telephone requests will be taken from the inmates on the telephone request slip.
- (2) Any calls denied will be so reported to the inmate on the same form returned to him with the reason for the denial listed.
- (3) The request slip will not be required in the admissions area for incoming prisoners. The request slip, will not be necessary for some requests made by inmate workers and other prisoners when circumstances of a personal nature are involved, verbal requests are

taken. This does not excuse the need for completing the telephone log and record.

5/02-01.11

General Telephone Regulations

- (1) Telephone calls will be of short duration. Long calls deny others telephone time.
- (2) Inmates will not dial their own calls.
- (3) Approval of telephone calls will be made by the officers adhering to the policy and guidelines set forth in this section.
 - (a) Any questions concerning the approval of a call should be routed to the supervisor.
- (4) Business calls should, generally, be made during the day (attorneys, probation or parole officers, etc.), and the personal calls in the evening.
 - (a) This is not a hard fast rule, however, as some attorneys and probation/parole officers are available at night, and some personal calls must be made in day time hours.
- (5) No favoritism will be tolerated in approving calls.
- (6) Reasons for denying calls may not be arbitrary or capricious, but should be valid and in keeping with jail policy.
- (7) Disciplinary action involving telephone restriction will not effect the inmate's right to call his attorney, bondsman, government or court official.

CHAPTER THREE

5/03-00.00

INMATE VISITATION

5/03-01.00

Visiting Policy and Procedure

5/03-01.01

General

(1) As a matter of general policy, the members of the inmate's family should be permitted and encouraged to maintain close contact with the inmate. This will be important to help his morale and make jail life more tolerable. Visits may, also, sustain family life and help to make readjustment to family easier.

(2) Visiting is a privilege and must be handled as such. It must be accorded within the regulations and procedures outlined for visits in this manual.

5/03-01.02

Visiting Hours

(1) Week-day visits will start at 1800 hours, and the last visit will commence at 2130 hours.

(2) Weekends (Saturday or Sunday) visiting will take place in the morning and afternoon. Morning visits will start at 0830 hours with the last visit commencing at 1100 hours. The afternoon visits will start at 1300 hours and the last visit will commence at 1600 hours.

5/03-01.03

Visiting Procedures

(1) The visitors will come to the jail visiting room and check in with the officer and tell him the name of the inmate they wish to see.

(2) The visit will be entered in the visitors log book, including date, the prisoner's name, and the name, address, and relationship of each visitor.

(3) At the time of the visit the visitors will be allowed to enter the visiting room for their visit with the inmate.

(4) The visiting officer will advise the jail housing officer of the names of the inmates due visits, and their scheduled times. He will then escort the inmates to the visiting room and lock them in for the prescribed period of time.

5/03-01.04

Rules for Scheduled Visits

(1) Prisoners will be allowed only one visit on any one day. The visits will be a thirty (30) minute visit with the maximum of three (3) visitors present.

(2) Visitors will be asked to leave at the exact time the visiting hours are over.

(3) A visitor may be denied visitation privileges if it is determined that the visit might endanger jail security.

(4) No person under the age of eighteen (18) will be allowed to visit unless accompanied by an adult.

(a) This will not apply to any person under the age of eighteen (18) who is married to the prisoner for whom the visit is intended.

(b) Any other exceptions must be approved by the Jail Administrator.

(5) No visitor will be permitted to visit while intoxicated.

(6) Smoking will not be permitted on either side of the visiting room.

(7) Visits will be non-contact.

(a) Exceptions to the non-contact rule will be made where exceptional circumstances require it, and only when approved by the Jail Administrator.

(8) Rules for visiting within the jail shall be posted in the Visiting Room so that persons visiting can read them.

(9) Visitors are subject to the Visiting Rules of the Jail and persons not adhering to these rules and regulations will be prohibited from visiting until such time as they agree to abide by the rules and regulations.

5/03-01.05

Special Visits

(1) Special Visits shall be defined as visits requested outside of regularly scheduled visiting hours. The Jail Administrator or the Sheriff must approve all special visits. By necessity, they must be held to a minimum. Special visits may be authorized for the following reasons:

(a) emergencies in the immediate family;

(b) persons traveling long distances, where it is obvious that information regarding visiting days could not have been transmitted. Identification of such persons should be checked to prove that they are from out of town.

(c) Other situations, when deemed necessary, because of special circumstances.

(2) A special visit slip will be made out authorizing special visits for prisoners. The slip will be placed in the prisoner's file at the completion of the visit.

(3) Persons being held by the jail and hospitals, or located any where else except the facility run by the the Sheriff of the County for the purpose of housing inmates will be required to get special visiting approval as authorized in paragraph one (1) above. Exceptions will include:

(a) County prisoners being held in other jails. Such inmates will visit according to the rules of that institution.

(b) County prisoners being held at the State Mental Hospital, State Prison, or other such institution. Any questions about such institutions may be directed to the jail administration.

5/03-01.06

Federal Prisoners

(1) All federal prisoners, except "in transit" prisoners in the custody of the U.S. Marshal being held in the County Jail shall be allowed the prescribed visitors authorized on the regular day according to jail regulations.

(2) Attorney's visits will not be limited to the prescribed visiting days. Attorneys should be permitted any time that the visit does not unduly infringe upon the normal operation of the jail.

(a) Every effort must be made to expedite attorney visits.

(b) No prisoner should be restricted from any reasonable request to communicate with his attorney of record.

(c) As in the case of family members, the attorney of record shall be required to present identification.

(3) Any other persons not specified above must have personal authorization form the U.S. Marshal or his Chief Deputy.

(4) "In transit" prisoners are not allowed any visits, communications of any kind, or representation by an attorney during the entire time of their incarceration in in transit status.

5/03-01.07

Military Prisoners

(1) Military A.W.O.L.'s will be handled in the same manner as other visiting practices outlined in this manual.

(2) Military "in transit" prisoners will be handled in the same manner as federal in transit prisoners.

(3) Special visiting instructions or requests from military police will be ruled on by the Jail Administrator. During any hours when the jail administration is not present shift supervisors will rule on the requests.

5/03-01.08

Attorney Visits

(1) Inmates are entitled and must be permitted, to visit with their attorneys whenever reasonably possible. This will include late hour visits,

but not after lock-up.

(2) Attorneys will visit in the attorney visiting area. Attorneys will not be permitted to visit inside the jail security perimeter without the permission of the Sheriff or the Jail Administrator.

(3) Rules for attorney visitation shall be posted in the Attorney's Visiting Room.

(4) Visits between attorneys and their inmate clients will be confidential. Jail staff are not permitted to supervise attorney/inmate visitation. They may remain outside the visiting room, to maintain security, but they will not be permitted to listen to the conversation, record the conversation, nor do anything that might compromise the confidentiality of that visit.

(5) Visit between attorneys and inmates may be prohibited if there is reasonable cause to believe that the security of the jail is being jeopardized.

5/03-01.09

Outside Agencies or Persons Inspecting the Jail

(1) The law places the County Jail under the jurisdiction of the Sheriff and, thus, he or his close supervisory personnel are the only ones who can give permission for any jail inspection. If, for instance, the State, county, or city government officials, or any judge of any court sends representatives to the County Jail to inspect or view any portion of the jail, consent must come from the Sheriff or Jail Administrator.

(2) This permission will not be required for inspections by the Board of Health, Fire Department, or U.S. Bureau of Prisons Inspector.

5/03-01.10

Mail Coming Through Visiting Area

(1) Mail coming through the visiting area must be properly addressed to the intended inmate, if it is to be accepted.

(2) Such letters received will then be placed unopened in the mail box where they will be picked up by a designated jail officer and delivered to the jail administration.

5/03-01.11

Visits Between Inmates in Jail

- (1) Inmates in the jail at the same time will not be allowed to visit.
- (2) In special cases, where overwhelming justification exists, the jail command will have discretion to waive the visiting prohibition between inmates.

5/03-01.12

Visits with Clergy and Other Professionals

- (1) Visits between inmates and representatives of their religion will be held as confidential by the jail staff, and the procedures outlined in attorney visitation shall be followed.
- (2) Visits from other professionals will be held confidential only if the situation requires, i.e. doctor, psychologist, psychiatrist, etc.

CHAPTER FOUR

5/04-00.00

INMATES ACCESS TO THE NEWS MEDIA

5/04-01.00

Policy

- (1) Inmates housed in the County Jail shall have reasonable access to the news media.
- (2) The access to the media will only be restricted if it conflicts with the orderly management and security of the jail, or if it infringes upon the rights of the inmate.

5/04-02.00

Procedure

5/04-02.01

Mail to the News Media

- (1) Inmates will be allowed to write to the representatives of the news media any time during their incarceration in the County Jail.
- (2) Indigent inmates will be provided with two letters per week in order to write. They may use these letters for whatever purpose they desire.
 - (a) The County Jail will not provide extra letters, over the two free letters each week to indigent prisoners in order that they might write the news media.
 - (b) Prisoners needing extra letters for this or any other type of communication must make their request to the Jail Administrator.
- (3) No inmate will be disciplined for anything that he might write, or imply, concerning the operation and management of the County Jail.
- (4) Inmates may receive mail from the news media in accordance with the mail procedures as outlined in section 5/01-00.00 of this manual.
- (5) Mail to and from the news media shall be handled in the same

manner as personal mail and shall not be considered as confidential.

5/04-02.02

Visitation with the News Media

(1) Inmates may visit with representatives of the news media during any regular visiting day.

(a) If the inmate wishes to visit with a member of the news media, on his regular visiting day, that visit shall be counted as his regular personal visit for the day.

(2) Special visits with the news media must be approved by the Jail Administrator or the Sheriff.

(3) There is no confidentiality involved when an inmate and a representative of the news media visit. Therefore, jail staff shall treat media visitation as all other personal visits.

(4) Inmates do not have a right to personal access to the news media, and the news media does not have the right to visit inmates. However, mail from inmates to the press or the press to inmates shall only be restricted when "reasonable cause to believe" exists that such correspondence presents a risk to the security of the facility. A written report will be prepared for any such denial.

5/04-02.03

News Media Access by Telephone

(1) Because an inmate is given one personal telephone call per week, he may use that call to contact a member of the news media.

(2) Telephone calls to the news media will be handled in accordance with the policy and procedure outlined in section 5/02-00.00 of this manual.

(3) Additional phone calls may be given to the inmates, but only with the authorization of the Jail Administrator.

6/00-00.00

INMATE SERVICES

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CHAPTER ONE

6/01-00.00

MEDICAL SERVICES

6/01-01.00

Policy

- (1) All prisoners held in the County Jail are entitled to health care comparable to that available to the citizens in the surrounding community.
- (2) Medical care in the County Jail shall be delivered under the direction of a licensed physician and through the use of trained health care personnel.
- (3) No jail officer or other employee will ever summarily or arbitrarily deny a prisoner's request for medical services.

6/01-02.00

Procedures

6/01-02.01

Staff

- (1) A physician who is licensed in the State of Montana is responsible for medical services at the County Jail. This authority is supported by a written agreement between the Sheriff, the County Board of Commissioners, and the Physician who is hereafter referred to as the Jail Physician.
- (2) The physician or medical staff, is on call to the jail at all times, and his telephone number shall be placed on the emergency medical care plan posted in the booking office.
- (3) A nurse from the County Health Department is used by the Jail Physician to administer injections or other complex medication needs.
- (4) All medical staff personnel will be required to adhere to and meet all security requirements of the jail.

6/01-02.02 Emergency Treatment

(1) Treatment, on an emergency basis, shall be provided by the Fire Department Paramedics and the local hospital, nearest the jail.

6/01-02.03 Review of Reports

(1) The Jail Physician shall submit an annual statistical review of medical services to the Sheriff, which indicates the number of prisoners receiving medical services by category of care.

(2) The Jail Physician shall review, at least once each quarter, the effectiveness of the medical care systems processing, descriptions of any health environmental factors which are substandard, changes implemented since the last reporting period, and recommended changes.

(3) The jail shall be inspected annually for health and environmental conditions by the County Health Department. The annual findings of this authority are one source for basic information for the Jail Physician's review.

6/01-02.04 Training

(1) All jail officers are to be trained in emergency first aid and cardiopulmonary resuscitation (CPR), with up-dated training every three years.

(2) The jail has at least one jail officer on duty at all times, who is trained in admission screening, recognition of symptoms for illnesses most common to the prisoners, and who can carry out the Jail Physician's basic orders (within the limitation of the jail officer's training).

(3) All ranking jail officers are trained by the Jail Physician to administer medication.

6/01-03.00 Health Appraisal

6/01-03.01 Policy

- (1) Health appraisal data for each individual shall be collected in order to properly classify prisoners, promote awareness of and response to their medical conditions, and maintain adequate record of the prisoner's health status.

6/01-03.02

Procedure

- (1) Preliminary health screen will be done by the booking officer.
- (2) Each prisoner whose stay exceeds ten (10) days will receive a medical examination within ten (10) days of admission.
 - (a) The supervisor on duty during the morning shift, will review booking cards, each Monday. The supervisor will check the admission dates for prisoners in custody and make a list of prisoners whose stay is likely to exceed ten (10) days within seventy two (72) hours after the Jail Physician's scheduled visit. The list will show the prisoner's admission date, name and cell number. The list will be placed in the Jail Physician's message box and a copy of the list will be sent to each housing officer.
 - (b) The physician or medical staff shall review the list and conduct the necessary examinations during his next visit.
 - (c) The housing officer will escort prisoners to the medical room for the examination.
- (3) The prisoner's health history is a self administered form. It will be given to the prisoner by the booking officer at the time of admission.
 - (a) If the prisoner cannot read or write, or does not understand the questions on the form, the supervisor, may administer the form and make appropriate notations. The completed form will be forwarded to the physician for review. The health history will then be filed in the prisoner's medical file.
- (4) The medical exam will be conducted by the Jail Physician or medical staff in the medical room. All findings will be documented and placed in the prisoner's medical file. In addition to the medical examination, the physician shall:

- (a) review the preliminary health screening form and health history;
- (b) record the prisoner's height, weight, blood pressure, pulse rate, and temperature;
- (c) test for TB and VD;
- (d) order other tests and/or examinations as he deems necessary and initiate appropriate treatment.

6/01-04.00 Emergency Medical Care

6/01-04.01 Policy

- (1) Emergency medical services are available twenty-four (24) hours a day to prisoners of the County Jail to insure prompt attention to their medical needs.
- (2) All jail officers are trained to respond to medical emergencies, since the prisoner's life may depend on quick action.

6/01-04.02 Procedures

- (1) Emergency is defined as:
 - (a) severe bleeding - apply clean/sterile pressure dressing to wound, apply pressure by use of hands.
 - (b) unconsciousness - maintain body alignment, observe vital signs, respiration, etc., for change, until doctor or paramedics arrive.
 - (c) serious breathing difficulties - keep in semi-sitting position, loosen and remove all tight clothing, and observe and reassure.
 - (d) head injuries - keep prisoner quiet, stop any bleeding, maintain neck alignment, observe.
 - (e) severe burns - do not remove clothing, apply clean wet

dressing to area, prevent chilling, and observe.

(2) The jail officer confronted with a medical emergency will:

 (a) immediately notify his supervisor and request assistance in rendering first aid;

 (b) request the dispatcher to call the jail physician in accordance with the medical emergency care plan, and relay the information. If the Jail Physician or medical staff is not available, paramedics should be called for assistance, or transport immediately to the nearest hospital.

(3) When possible the jail officers will remove the prisoner to a holding cell or remove other prisoners from the scene either by locking them in their cells or placing them in another secure area.

(4) All jail officers are instructed in first aid and cardiopulmonary resuscitation (CPR) and shall provide first aid as outlined in the American Red Cross Basic First Aid Manual. First aid boxes are located in the booking office, and in or near all housing units.

(5) The dispatcher will relay to the supervisor of the jail, the jail physician's instructions to:

 (a) contact the paramedic or hospital;

 (b) transport to the physician's office via regular patrol car; or

 (c) treat at the jail in accordance with medical orders.

(6) If the prisoner is transported to the hospital or the physician's office, the supervisor in the jail will designate another jail officer to accompany the prisoner and will notify the Jail Administrator, or in his absence, the Sheriff, to arrange relief for the jail officer.

(7) The prisoner's next of kin will be notified of the emergency situation immediately if the prisoner's condition is he serious and is being transported to the hospital. The supervisor is responsible for the notification.

(8) Each jail officer involved will file a written incident report as soon

as possible after the incident is concluded.

(9) Prior to any surgery or advanced medical care, the inmate shall be required to sign a consent decree authorizing the treatment or surgery.

6/01-05.00 Non-Emergency Medical Care, Daily Medical Complaints

6/01-05.01 Policy

(1) The prisoners in the County Jail are able to express medical complaints daily for review by qualified medical personnel to insure appropriate medical attention and to enable early detection of illnesses that may appear minor but are serious in nature.

6/01-05.02 Procedure

(1) At the time of booking the admitting officer shall inform the prisoners, both verbally and in writing, of the procedures for obtaining medical care.

(2) Prisoner's request for medical care will be documented on a request slip. The slips will be provided by the jail officers, upon request, and will be collected by the jail officer daily at breakfast. Complaints made at other times will be collected by the jail officers and delivered to the supervisor on duty as soon as possible.

(3) The booking officer will immediately forward requests for medical care to the jail supervisor. All requests for medical care will be relayed daily by the supervisor to the jail physician. In most cases this will be done by telephone. The Jail Physician or medical staff's instructions shall be initiated and if necessary, the case referred as follows:

- (a) to the physician's office for treatment;
- (b) to the hospital emergency room for immediate treatment;
- (c) to the regularly scheduled sick call visit by the jail physician.

(4) The jail physician will come to the jail on a regular basis, at least three times per week to examine those prisoners who require his

attention. The supervisor will prepare a list of prisoners that either request medical attention or were previously scheduled by the physician for examination.

(5) The prisoners needing or requesting treatment will be brought to the medical room by the housing officer in the order requested by the physician. If any jail officer believes that it is inadvisable to escort an prisoner, in isolation, to the medical room, the jail physician will examine the prisoner in his own cell with two jail officers stationed outside the cell for security.

(6) The jail physician shall record all examinations, treatments, etc., in the prisoner's medical file. The housing officer will note the prisoner's sick call visit on his daily log.

(7) Any order given by the physician for a prisoner will be attached to the daily log with an accompanying notation made on the log. Upon completion of the physician's order the form will be returned to the jail supervisor for placement in the prisoner's medical file.

6/01-06.00 Non-Emergency Transportation

6/01-06.01 Policy

(1) Prisoners who must be transported to an appropriate medical facility shall be transported in a manner that is safe, secure, yet does not endanger the prisoner's health or medical condition.

6/01-06.02 Procedures

(1) If the jail physician orders that a prisoner be transported to the hospital for tests, examination, or treatment of a non-emergency nature, the jail officer who received the written order will forward it to the Jail Administrator, who will:

(a) Make arrangements with the patrol deputies to transport the prisoner at the designated time;

(b) arrange for a jail officer or deputy to accompany the prisoner;

(c) arrange for other jail officers or deputies to provide relief at the hospital;

(d) notify, by memo, security posts, housing, control, and booking, of the arrangements made, attaching a copy of the physician's order.

(2) If a pre-trial prisoner's stay in the hospital exceeds twenty-four (24) hours, the Jail Administrator will notify the clerk of the court, in which the case is pending. If the prisoner is sentenced, the court will be notified in writing that the prisoner's stay in the hospital will exceed forty-eight (48) hours.

(3) If a prisoner's stay in the hospital exceeds twenty-four (24) hours, the Jail Administrator will notify the family by telephone.

(4) Physical restraints will not be used in transporting the prisoner to the hospital, unless the prisoner has a history of escapes, or jail officials have a sound basis for believing that the prisoner represents an escape risk. Once at the hospital and during the prisoner's stay, the attending physician is responsible for final decisions regarding the use of physical restraints with the advise of the supervising jail officer or deputy.

6/01-07.00 Medication and Medical Supplies

6/01-07.01 Policy

(1) Medication and medical supplies will be administered and stored so as to comply with the regulations of the Federal Controlled Substance Act and to minimize the possibility of their misuse and abuse.

6/01-07.02 Procedures

(1) The supervisor is the only staff member who has approval from the jail physician to administer medication. They are responsible for handling and administering the medication under the jail physician's direct written orders.

(2) All medication, both prescribed and non-prescribed, and all needles/syringes are stored in locked cabinets in the medical room. All

narcotics are double-locked in a box inside the cabinet. The key to that cabinet will be kept in the key cabinet in the booking office at all times, and may only be issued to the supervisor on duty. The jail physician also has a key to the cabinet and the narcotics box, and is the only person authorized to carry keys on his person.

(3) The jail physician has developed a written formulary for the jail, which is on file in the medical room.

(4) A running inventory on all controlled substances, needles and syringes, will be conducted each week by the supervisor on duty and the County Health Nurse. The supervisor will count, the nurse will record, and both will initial the inventory.

(a) When any prescription medication or equipment is unaccounted for, lost, stolen, or misplaced it shall be the cause for a special shakedown.

(5) Normal medication times are 0600 hours, 1130 hours, 1600 hours, and 2200 hours. A time allowance of forty-five minutes before or after scheduled time of dose is permitted. Any longer period of alteration of scheduled dose must be given at the time indicated. These dosages will be tagged with red tape and noted on the composite medication list.

(6) Medication will be set up by the nurse from the County Health Department and only in accordance with the orders of the jail physician. The nurse will:

(a) review the composite list of prisoners requiring medication and the preliminary health screening forms of prisoners admitted on the previous shift or day, who might have a prescription. All prisoners currently taking medication have log sheets in the active medication file;

(b) make certain that if a prisoner was admitted with medication on his person, that that prescription has been verified with the original physician and approved by the jail physician before it is administered;

(c) pull the medication log sheets from the active medication file for prisoners due to receive medication that day. Prepare log sheets needed for any newly admitted prisoners;

- (d) obtain the appropriate medication from the cabinet in the medicine room and place each dose, for that day only, in individual envelopes with the prisoner's name, date and time to administer, and quantity noted on the outside.
 - (e) store the medication envelopes in a locked cabinet until the time to distribute.
- (6) At the scheduled medication times, the supervisor will:
- (a) take the necessary envelopes and medication log sheets to each housing area;
 - (b) identify the prisoners;
 - (c) have the prisoner take the medication in his presence. If taken by mouth, the supervisor is to observe swallowing, check the mouth, have the prisoner talk immediately after taking, and watch for several minutes to insure ingestion of the medication;
 - (d) have the prisoner initial the medication log sheet and then the supervisor will sign the sheet himself;
 - (e) return all medication log sheets to the active medication file or, to the prisoner's medical file upon completion of the prescription or the prisoner's release from confinement. The County Health Nurse will be called to administer injections or other medications as required by the jail physician.
- (7) If a prisoner refuses medication, the supervisor will note this fact in the medication log sheet, sign it, and have the housing officer witness it. The housing jail officer will also note the refusal on the daily log. The supervisor will place the prisoner's name on the list to see the jail physician at the next scheduled sick call.
- (8) The supervisor on duty may administer non-prescription medication to prisoners in accordance with the jail physician's written, standing orders, in amounts and for times specified as follows:
- (a) simple headache - two tablets of aspirin or tylenol every three to four hours may be given to prisoners at the discretion of the supervisor for minor pains;

- (i) Use tylenol if history of allergy to aspirin or if prisoner has ulcer or bleeding tendencies.
- (ii) Not to exceed eight (8) per twenty four (24) hour period.
- (b) cold symptoms - give two teaspoons, non-prescription cold/cough medicine every four (4) hours.
 - (i) Not to exceed six doses per twenty four hour period.
 - (ii) Give throat lozenges at the discretion of the supervisor. If persistent, refer for sick call.
- (c) First Aid - see Emergency Procedures in section 6/01-02.02 of this manual.
- (d) Minor cuts - clean with betadine or equivalent
 - (i) One bandaid every twelve hours.
- (e) Minor stomach upset - give Maalox tablets, two before and after meals as needed. If pain persists, notify the jail physician.
- (9) Documentation of the administration of non-prescription medication will be completed in the same manner as for prescribed medication.
- (10) Always check for allergies by asking the prisoner before giving any medication, or check the medical file.
- (11) Medical records are in a locked file cabinet in the medical room. Only the supervisors have authorization, for the jail physician, to have access to these records.

6/01-08.00 Dental

6/01-08.01 Policy

- (1) Inasmuch as dental health directly affects an individual's total health and medical status, prisoners of the County Jail shall receive

emergency dental care and other dental treatment as deemed necessary by the physician or dentist.

6/01-08.02

Procedure

(1) Dental care is available for those prisoners experiencing accute dental problems, i.e. severe pain, infection, bleeding gums, or broken dental prosthesis necessary for eating. Prisoners requesting dental care will be handled in accordance with the daily medical complaint procedures. If the physician determines that the services of a dentist or an oral surgeon are needed, the Jail Administrator will make the necessary arrangements to tranport the prisoner, within seventy-two (72) hours, to the dentist.

(2) If a prisoner can arrange for payment for other non-necessary dental care, provisions will be made for regular dental care on an individual basis, depending on security consideration and available staffing.

(i) Prisoners who have been housed at the jail for a consecutive period of six (6) months are eligible for one (1) routine dental examination.

(3) Dental hygiene items are available through the commissary. Tooth brushes and toothpaste are provide for indigent prisoners.

6/01-09.00

Psychological/Psychiatric

6/01-09.01

Policy

(1) Many persons committed to jail bring with them serious mental problems, while others begin to experience such problems after being confined in jail. This necessitates close observation and appropriate referral and treatment.

6/01-09.02

Procedures

(1) A prisoner may request counseling or other psychological services. If the prisoner wishes to receive counseling regarding emotional

problems, he should make the request, in writing, to the Jail Administrator.

(2) If a jail officer observes a prisoner exhibiting signs of emotional instability or psychological distress, the prisoner will be placed in administrative segregation in accordance to the procedures outlined in section 3/03-00.00 of this manual, and the jail physician notified immediately.

(3) The jail physician shall determine the appropriate medical action to be taken and the Jail Administrator shall determine what security precautions must be followed.

(4) Any prisoner who is administratively segregated due to suicidal tendencies shall have the following items removed from his cell.

- (a) Items with which he could hang himself.
- (b) Matches and flammable materials.
- (c) All sharp objects.

6/01-10.00 Miscellaneous Services

6/01-10.01 Policy

(1) At times the medical staff must work closely with security staff to insure the prisoner's health, dignity and the security of the jail. Areas requiring this close coordination include:

- (a) Cavity Searches;
- (b) Use of Prosthetic devices;
- (c) Treatment by personal physician;
- (d) Handling of detoxification;
- (e) Drug withdrawal.

6/01-10.02 Procedure

(1) A prisoner may request to see his personal physician. The jail officer who receives such requests will:

(a) Write a memo to the jail physician for his approval, the message will be transmitted to the physician.

(b) If the physician denies the request, the physician will specify in writing the reasons, and these will be transmitted to the prisoner.

(c) If the physician approves the request, verbally or in writing, the supervisor on duty at the time of the approval shall telephone the prisoner's personal physician and make the necessary arrangements.

(d) The supervisor will inform the housing officer of the arrangements made for the personal physician's visit in the medical room, and the housing officer will note the arrangements in the daily log. If the physician is coming to the jail to see the prisoner, the visit will take place in the medical room. If the prisoner is being transported to the physician's office, procedures for transportation of prisoners as outlined in this manual will be followed.

(e) If the personal physician wishes to consult with the jail physician regarding the prisoner's care, the supervisor will provide the name and telephone number of the jail physician.

(f) If the personal physician wishes to review the prisoner's medical file, the supervisor will have the prisoner sign a release of information form.

(2) Prisoners who are admitted wearing prosthetic devices will have these devices searched. The supervisor on duty will be notified when a prisoner is admitted or is returned from the hospital with a prosthetic device, and the supervisor or Jail Administrator will take the following steps:

(a) Inspect the device and review the prisoner's file to determine whether or not the device itself or the prisoner's history or behavior with the device pose any security risks.

(b) If so, consult with the jail physician to determine the prisoner's medical need for the device. If the physician orders that the device remain with the prisoner and/or the prisoner be placed in administrative segregation, that order will be followed. If the physician decides that the prisoner's health will not be jeopardized by the removal of the device during confinement, the device will be removed by medical staff, tagged and stored. The Jail Administrator will then determine if administrative segregation is necessary.

(3) Searches of prisoner's lower body cavities will only be performed by qualified medical personnel and only when there is reasonable cause to believe that a prisoner has concealed contraband in a lower body cavity. If at any time a jail officer suspects that a prisoner may have concealed contraband in a lower body cavity, the jail officer will:

(a) Follow procedures outlined in section 2/14-05.00 of this manual.

(4) Any prisoner who is drunk or has the odor of alcohol on his breath at the time of booking shall be considered as a possible alcoholic. Get a drinking history and then check six to eight hours after the last drink for physical signs of withdrawal. Certain symptoms signify need for immediate medical attention, because untreated withdrawal can cause numerous medical emergencies.

(a) Get receiving screen information as in a regular booking. Note time of last drink, if possible, and description of conditions.

(b) If possible, also ask how often he drinks, and how often he gets drunk when he drinks. Record answers on the preliminary health screening form.

(c) If in doubt of a referral to detoxification, take the person's pulse. If it is over 100, call the jail physician. This is the most consistent symptom other than the breathalyzer itself.

(d) Do not accept people into the jail without performing the above and noting the results on the preliminary health screening form.

(e) If you do book someone into the jail under "border line"

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2. The second part of the paper discusses the results of the study and the conclusions drawn from the data. It also provides a brief overview of the methodology used in the study.

3. The third part of the paper discusses the results of the study and the conclusions drawn from the data. It also provides a brief overview of the methodology used in the study.

4. The fourth part of the paper discusses the results of the study and the conclusions drawn from the data. It also provides a brief overview of the methodology used in the study.

5. The fifth part of the paper discusses the results of the study and the conclusions drawn from the data. It also provides a brief overview of the methodology used in the study.

6. The sixth part of the paper discusses the results of the study and the conclusions drawn from the data. It also provides a brief overview of the methodology used in the study.

conditions, see that someone checks for the above symptoms at least every one half hour. Be careful not to mistake a diabetic for an alcoholic. The diabetic often has a sweetish smell on his breath.

(f) Alcoholism Terms:

(i) Black out: memory loss from a few minutes to more than one day, early symptoms.

(ii) Alcoholic: depends on alcohol in some way, varying degrees of loss of control over amount consumed, gradually progresses into having withdrawal symptoms when drinking stops.

(iii) Chronic Alcoholic: long standing, with heavy daily or binge drinking, poor eating habits, withdrawal symptoms, may have history of seizures, D.T.'s, liver disease, nerve damage.

(iv) Cycle in drinking: end product of above, body can't tolerate alcohol any more, gets drunk on small amounts, passes out, wakes up, keeps repeating cycle, doesn't eat.

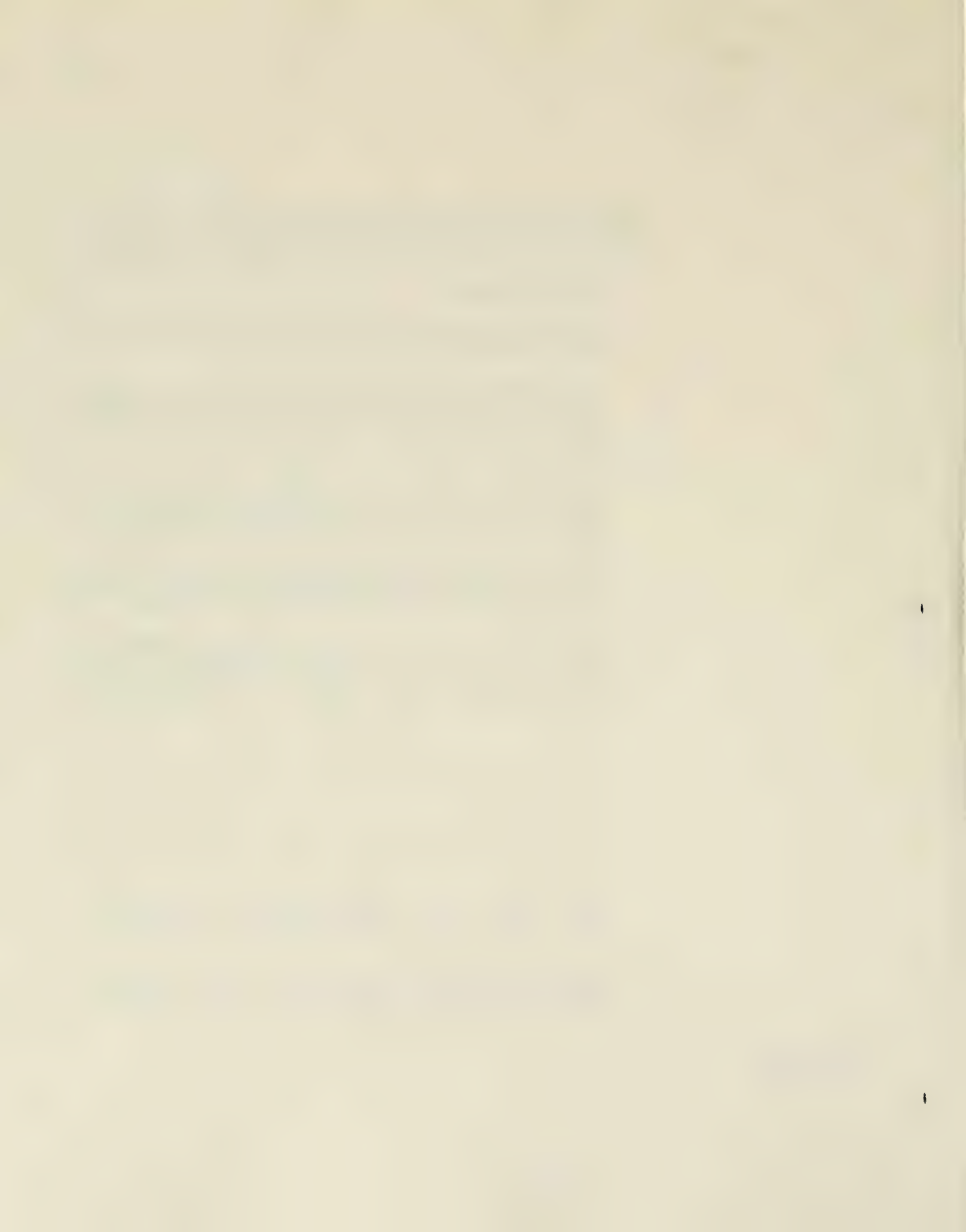
(v) Withdrawal: nervous system reaction to absence of alcohol, with elevated vital signs and exaggerated nervous behavior, begins six to twelve hours after drinking stops, lasts one to five days or more, takes one to fifteen years to develop.

(vi) Shakes: withdrawal symptoms, trembling of hands, can involve all of the body.

(vii) Hallucinations: brain disorder complication of withdrawal, seeing, hearing, smelling things that are not there. Can progress to D.T.'s.

(viii) D.T.'s: three to fifteen days after drinking stops, extreme fright from hallucinations, tries to escape from them, totally confused and out of contact with world.

(ix) Alcoholic cirrosis: long standing liver disease with gradual decrease in function, badly distended abdomen, swollen hands and feet, or jundice.



(x) Alcoholic hepatitis: inflammation of liver, happens after long, hard drinking bouts; symptoms include elevated temperature, jaundice, nausea, or pain.

(xi) Nerve damage: long standing vitamin deficiency, starts in arms, legs, goes to trunk, brain; numbness, poor grip, difficulty walking, poor control over bowels, poor memory, judgment, unreasonable anger, paranoid behavior or confusion.

(g) The alcoholic can be managed in jail, if history of withdrawal is mildly "up tight" or "nervous", and there is no known medical problem, if:

(i) round the clock observation is possible;

(ii) blood pressure and pulse can be taken periodically;

(iii) eating meals and sleeping his usual amounts, get clearance from jail physician.

(h) Treatment:

(i) put in holding cell, after sleep off, so he can move around at will, should not be alone or in a small, confining, space.

(ii) allow no coffee or tea, give juice, milk or Sanka.

(iii) high protein, low starch foods;

(iv) take pulse and blood pressure periodically.

(v) watch for increased nervousness;

(vi) watch for staying in bed all of the time, or withdrawing from others. Call jail physician.

(vii) See jail physician after each sick call for any special orders, medications, etc.

(5) Use of drugs can and will cause both physical and mental

dependency. Some drug addicts are easily recognized.

(a) Easy recognition of drug addicts:

(i) needle marks;

(ii) scars.

(b) Other recognizable signs of drug addicts:

(i) may appear slightly nervous;

(ii) confused;

(iii) may appear drunk, mentally disturbed, or epileptic;

(iv) extremely anxious or emotionally upset.

(6) Jail staff will be trained to recognize the symptoms of drug addictions, and upon recognition, they shall notify the jail physician.

(7) Some drugs that can cause addiction are:

(a) opiates;

(b) barbiturates;

(c) amphetamines;

(d) cocaine.

(8) Within one or two days of the last dose, the following symptoms will appear:

(a) severe muscle twitching and aching;

(b) abdominal pain;

(c) restlessness and insomnia;

(d) profuse sweating;

- (e) weakness;
- (f) hot and cold flashes;
- (g) loss of appetite;
- (h) weight loss;
- (i) vomiting and diarrhea;
- (j) anxiety and signs of hysteria;
- (k) convulsive seizures (only on barbiturate withdrawal).

(9) During drug withdrawal, a drug addict will go to great lengths to receive drugs. They may simulate painful illness, try to mutilate themselves, or may physically attack others.

6/01-11.00 Hospitalization

6/01-11.01 Policy

- (1) There may be times when an inmate can be better cared for by placing him in the hospital.
- (2) Prisoners who have contagious illness or chronic illness shall be hospitalized.

6/01-11.02 Criteria

- (1) The jail physician will determine whether a prisoner shall remain in the hospital.
- (2) Factors determining admittance to the hospital will be:
 - (a) the condition of the prisoner;
 - (b) the level of health care needed;
 - (c) facilities available at the jail.

(3) If care can be provided at the jail, the prisoner should remain there.

(4) Any time a prisoner with a chronic illness or contagious disease, the prisoner shall be housed separate for the general inmate population.

(5) Upon release of a prisoner who has a chronic or contagious illness, the cell and all properly, used by that prisoner, shall be cleaned and disinfected to prevent the spreading of the illness.

6/01-12.00

Research Projects

6/01-12.01

Policy

(1) Inmates will be prohibited from participating in any projects involving medical testing or research, as long as they remain under the jurisdiction of the County Jail.

(2) Participation in non-medical or non-pharmecutical testing or experimentation is prohibited.

(3) Exceptions to these rules may be allowed in the event that the testing or research is considered to be part of the inmates treatment.

(4) Inmates may donate blood, however, permission must be granted by the Jail Administrator, after receipt of a written request from the inmate.

CHAPTER TWO

6/02-00.00

FOOD SERVICES

6/02-01.00

Policy

(1) To maintain the health of the prisoners, food prepared and served in the jail will be of the highest quality and greatest variety possible within budgetary constraints. Food shall not be withheld as punishment, except desserts or snacks.

6/02-02.00

Procedure

6/02-02.01

Schedule

(1) Three meals per day will be served to all prisoners, including those in disciplinary isolation and administrative segregation. The schedule is as follows:

- (a) Breakfast 0730 hours;
- (b) Lunch 1130 hours;
- (c) Dinner 1730 hours.

(2) This schedule may vary, but in no case will more than sixteen (16) hours elapse between dinner and breakfast.

6/02-02.02

Service

(1) The jail officers on duty at the above times will escort any kitchen inmate workers, appointed by the jail administration, to the kitchen.

(2) Jail staff will supervise the preparation and saving of the meals and the loading of the food on the carts to be taken to the housing areas.

(3) Prisoners in isolation and segregation will be served first, in their

cells. The food cart will be taken to the entrance of the women's section where the matron on duty will supervise the serving of food trays. Male inmate workers cannot enter the women's section. The remaining carts will be taken to the men's regular housing units where the prisoners will eat in the day room area, on tables and chairs provided by the jail. The jail officers will supervise the serving of meals, and the booking officer who has escorted the inmate workers will return to other duties.

6/02-02.03

Refusal

- (1) Prisoners may accept or decline any food offered them. The jail officers will record in the daily log and on the prisoner's file the fact that the prisoner has refused a meal.
- (2) All prisoners must receive an equal portion of food.

6/02-02.04

Tray Return

- (1) When the meal has been completed, prisoners will return their trays to the food carts.
- (2) As each tray is returned to the cart, the jail officer will count all plates and utensils to be sure that all have been returned. These utensils should be counted prior to the food trays being placed in the tier.
- (3) The inmate workers will, under the supervision of the jail officer, return the carts to the kitchen.
- (4) The trays of prisoners in isolation and segregation will be picked up by the jail officer when all other trays have been returned to the kitchen.

6/02-02.05

Record

- (1) The kitchen staff will make a count of the number of meals served and add this to the permanent record.
- (2) A record shall be made showing the type and quantity of food served to the inmates for each meal. This record shall also show any

special diets and who the diet was given to. This will become a part of the permanent record.

6/02-02.06

Special Diets

(1) Medical:

(a) If a prisoner requests a special diet, the jail officer who receives such a request will notify the supervisor on duty to call the jail physician as soon as possible. This contact must be made within forty eight (48) hours of the request. The request should be given to the jail officer in writing and this request shall be noted in the prisoner's file.

(b) The jail physician shall review the prisoner's medical record, and file and, if necessary, examine the prisoner.

(c) If the jail physician finds that a modified diet is appropriate, the physician will notify the jail commander and prepare a written order which would include a sample menu.

(d) The jail commander will insure that food service personnel receive the physician's written order and that the order is attached to the prisoner's booking file.

(2) Religious:

(a) Requests for special diets for religious reasons shall be forwarded to the jail command.

(b) Requests for religious diets should be met, if the diet is reasonable and does not impose an undue burden upon the jail or its administration.

(3) The jail shall maintain a written record of any special diets that it refused to prepare and the reasons for that refusal.

6/02-02.07

Planning

(1) The jail commander will review menus with the chief cook each

month and help plan the menu for the coming month.

(2) Each month the dietician from the County Health Department will review the next month's menu and any suggestions made for improving the variety and nutritional value of the menu shall be submitted in writing and incorporated.

(3) The jail's menus shall reflect the minimum daily adult nutritional requirements as established by the National Academy of Sciences.

6/02-02.08

Approval

(1) All menus must receive written approval from the dietician who reviews them.

6/02-02.09

Inspection

(1) The County Health Department shall conduct an inspection of the food services program at least once every three months. No jail officer or employee shall impede any such inspection.

(2) The jail administrator shall also conduct a walk through inspection at various times on a weekly basis.

6/02-02.10

Requests

(1) The jail administrator shall make a written request to the Health Department on an annual basis to inspect the entire jail, including the kitchen. The Health Department shall provide a written report of its findings.

6/02-02.11

Complaints

(1) Complaints from prisoners about jail food are common, but persistent complaints from more than one prisoner will be described in writing by the inmates making the complaint, these complaints will be forwarded to the jail administrator for the administrator's disposition.

(2) Prisoners may also use the grievance mechanism as outlined in section 9/01-00.00 of this manual.

6/02-03.00 Kitchen Facilities

6/02-03.01 Preparation

(1) The jail shall have adequate kitchen facilities to allow them to prepare the meals that are outlined in the monthly menus, for all prisoners.

(2) Preparation of meals in the jail will be done in a sanitary manner, in accordance with the regulations established by the Health Department for Class "A" restaurants.

(3) Inmate workers assigned to the kitchen must receive a physical screening by the jail physician prior to working in the kitchen.

(4) Jails having inadequate food preparation facilities may bring in inmate meals which are certified to meet the requirements of section 6/02-02.07 (3), of this manual.

(5) Three day holding facilities may feed inmates T.V. dinners.

6/02-03.02 Storage

(1) The jail shall have adequate facilities to store the necessary food required to prepare meals.

(2) Dry storage must be sufficient to store food stuffs, and will be kept clean at all times. The temperature of the dry storage area will meet the requirements as prescribed by the Health Department. Food in dry storage shall be rotated on each delivery day.

(3) Freezers and refrigerator space will be ample to provide adequate storage for all perishable items. These appliances will be kept clean at all times. Temperatures in freezers and refrigerators shall meet the requirements as prescribed by the Health Department.

(4) There will be adequate storage for all knives. When a knife is

removed from the storage area, the following shall be recorded:

- (a) name of person receiving the knife;
 - (b) date and time the knife was issued;
 - (c) number of the knife.
- (5) When the knife is returned, the time returned shall be logged.
- (6) A count will be taken of all knives every hour to determine their location. The kitchen supervisor shall conduct the count.
- (7) If knives are missing, or cannot be accounted for, the kitchen supervisor shall notify the Jail Administrator and an immediate shakedown shall be conducted.

6/02-03.03

Clean Up

- (1) The kitchen facilities will be cleaned thoroughly after each meal.
- (2) Dishes, utensils, pots and pans shall be washed in hot water.
 - (a) This water must be hot enough, at least 120 degrees, to kill any bacteria that might be left on the items after the meal is over.
- (3) The kitchen staff shall inspect the kitchen after every clean up detail to determine any areas where special cleaning attention is needed.

6/02-03.04

Purchasing of Food

- (1) The kitchen staff (jail employees) will be responsible for the purchase of food stuffs in sufficient quantity to prepare the meals as outlined in the monthly menu.
- (2) Food stuffs should be purchased at least once per month, or more often depending on the amount of space available for storage.
- (3) It is the responsibility of the kitchen staff to remain within the food service budget when purchasing food stuff items. Therefore, it is

their responsibility to get the best buy on all foods purchased.

(4) A complete record of all foods purchased should be maintained, including the price of each purchase.

(5) An inventory should be taken at the end of each month to determine the total amounts spent, the amount of food on hand, the cost per meal per inmate, etc.

6/02-03.05

Food Service Staff

(1) The head of the food service section of the jail shall have some training in meal and menu preparation and a working knowledge of the basic principles of good nutrition.

CHAPTER THREE

6/03-00.00

INMATE HYGIENE

6/03-01.00

Policy

(1) All prisoners of the County Jail will be encouraged to maintain their personal hygiene and will be provided all necessary opportunities and supplies to do so.

6/03-02.00

Procedures

6/03-02.01

Showers

(1) The shower stalls located in each regular housing unit will be available for prisoners' use daily.

(2) For prisoners in disciplinary isolation, or segregation, the showers will be available as follows:

(a) Prisoners in administrative segregation will be removed from their cells, two at a time, by a jail officer of the same sex. The jail officer will escort the prisoners to and from the shower area, and remain with them for supervision.

(b) Prisoners in disciplinary isolation will be removed, one at a time, from their cells by a jail officer of the same sex. The jail officer will escort each prisoner individually to and from the shower room, remaining in the area to supervise the prisoners during the showers.

(3) Prisoners will be required to shower at least three times per week.

(4) The jail shall provide at least one (1) shower facility for every sixteen (16) inmates.

6/03-02.02

Hygiene Item Replacement

- (1) The jail officers will replace those items issued at admission whenever a prisoner gives the officer the empty container.

6/03-02.03

Shaving

- (1) Shaving equipment is stored in locked cabinets in each housing area, except isolation, and will be issued on a daily basis by the jail officers. Fifteen (15) minutes after issue, the jail officer will collect and recount the shaving equipment. This equipment may either be checked out to an inmate or an entire cell block. If checked out to a cell block, more than fifteen minutes may be given.

- (2) Prisoners in isolation may shave as part of their shower routine, under the supervision of the jail officer.

6/03-02.04

Haircuts

- (1) The jail will not require prisoners to get haircuts, as long as the hair is kept neat and clean.

- (2) The jail commander may assign one inmate, who has barber experience, to cut the hair of the other inmates, under the supervision of a jail officer.

- (3) Haircutting equipment will be available, and prisoners desiring a haircut should inform the jail officer on duty.

- (4) Haircuts will be given during the evening hours, when there is likely to be less confusion in the housing units.

- (5) Only one prisoner will be brought out at a time for haircuts.

- (6) If a barber is not available from the inmate population, the jail commander shall make arrangements with a local barber, or barber college to provide haircuts for inmates.

6/03-02.05

Bedding and Inmate's Clothing

- (1) All bedding and inmate clothing will be exchanged for clean

clothing and bedding at least two times each week. This exchange may occur more often, if necessary.

(2) On the assigned exchange days, inmate workers, under the supervision of an assigned jail officer shall go to each housing unit in the jail and receive from each inmate the following items:

- (a) Bed sheet;
- (b) Blanket, if soiled;
- (c) Towel;
- (d) All other jail issued bedding;

(3) These items will be exchanged for clean items. No inmate will receive clean items, unless he turns the soiled items over to the jail officer.

(4) All jail issued clothing will be exchanged at the same time, following the above procedures.

(a) Because of the wide variety of prisoners' sizes, it will not be possible to fit all prisoners exactly. However, every attempt will be made to see that jail clothing is a comfortable fit.

6/03-02.06

Laundry

(1) Laundry will be done by the inmate workers assigned by the jail command.

(2) All cleaning of laundry will be done under the supervision of a jail officer.

(3) All soiled laundry shall be washed, dried, and folded, neatly and stored until the next clothing exchange day.

6/03-02.07

Trash Disposal

(1) Each cell block will have a garbage can for inmates to use to

dispose of their trash.

(2) Garbage cans will be picked up, emptied and cleaned once each day, or more often if the need arises.

CHAPTER FOUR

6/04-00.00

MAINTENANCE SERVICES

6/04-01.00

Policy

- (1) It is the policy of the County Jail to provide adequate upkeep of all facilities within the jail.
- (2) Daily inspection shall be conducted by the jail staff to determine any maintenance problems, and these problems will be reported to the jail command.

6/04-02.00

Procedures

6/04-02.01

Inspections

- (1) Daily inspections will be conducted by all jail officers of their assigned posts.
- (2) It is the officer's responsibility to report any break down of equipment, unhealthy conditions, or general maintenance work that needs to be done.
- (3) The officers shall report any of the above on the daily logs.
- (4) Logs will be reviewed each day by the jail command and notations made of any problems requiring maintenance work.

6/04-02.02

Repair

- (1) Repair of all maintenance problems will be completed, or at least started within twenty-four (24) hours after the problem has been reported.
- (2) All repair work will be reported to the jail command, who will in turn report it to the Sheriff.

- (3) Documentation of all needed repair work will be sent to the County Commission.

6/04-02.04

General Up Keep

- (1) The jail shall establish a general routine for the up keep of all areas of the jail.

- (2) Daily up keep:

- (a) All floors swept, washed, and buffed.
- (b) Bars in cell blocks cleaned.
- (c) All cell floors swept, washed and kept litter free.
- (d) All plumbing fixtures kept clean.

- (3) Monthly up keep: in addition to the above the following will be done on a monthly basis:

- (a) All walls within the jail washed, and cleared of all debris.
- (b) Individual cells completely cleaned. This can be done by the inmate housed in that cell.
- (c) Windows, if any, cleaned.

6/04-02.04

Painting

- (1) The jail will be painted whenever the need arises.
- (2) It shall be painted in bright colors, that are pleasing to the eye.

6/04-02.05

Cleaning Equipment

- (1) The jail shall provide whatever cleaning equipment is necessary to keep the jail clean, i.e. mops, buckets, brooms, dust pans, etc.

- (2) In addition to cleaning equipment, the jail shall store sufficient cleaning materials to accomplish the above mentioned tasks, i.e. floor cleaner, soap, wax, disinfectants, etc.
- (3) The cleaning material used by the jail shall be inflammable/non-toxic.
- (4) All cleaning equipment and supplies shall be stored in a locked storage area that is away from inmate access.
- (5) Storage areas should be kept clean, and an inventory should be taken at the end of each month.
- (6) It shall be the responsibility of the jail officer to see that all necessary supplies he requires to do his job are purchased. Problems with purchasing items should be forwarded to the jail command.

7/00-00.00

PRISONER PROGRAMS

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CHAPTER ONE

7/01-00.00

INMATE WORK ASSIGNMENTS

7/01-01.00

Policy

(1) In order to reduce idleness, vandalism, and to encourage individual responsibility, the prisoners of the County Jail will be provided every opportunity to engage in meaningful work.

7/01-02.00

Procedure

7/01-02.01

Inspection

(1) All prisoners are expected to keep their own quarters in clean and sanitary condition.

(2) Each day the jail housing officer will visually inspect the prisoners' living quarters to be sure that:

(a) floors have been swept;

(b) books and magazines are stored on the shelves provided;

(c) the cell fronts are clear of blankets, papers, or other materials;

(d) the plumbing fixtures are clean;

(e) personal articles, games, writing materials, hygiene items, are properly stored;

(f) bedding is properly placed on the bunks.

7/01-02.02

Non-compliance

(1) The jail housing officer will first issue a specific verbal request to correct any problem and note it on the daily log.

(2) If, after the verbal warning, the occupant of the cell has not rectified the deficiency, the housing unit jail officer will inform the prisoner that privileges for that day may be suspended if the problems are not corrected.

7/01-02.03

Inmate Worker Criteria

(1) Sentenced prisoners may be designated as inmate workers.

(2) Any jail officer who wishes to recommend any prisoner for inmate worker status will make a written report to the jail administrator.

(3) The following factors will be considered by the jail administrator before recommending a prisoner for inmate worker status:

(a) the prisoner must have been in custody for at least two weeks;

(b) the prisoner has never attempted nor been convicted of escape;

(c) no prisoner convicted of a capital crime may be designated as an inmate worker;

(d) no prisoner who is awaiting transportation to the State Prison may be designated as an inmate worker;

(e) no prisoner serving a sentence in the jail as a result of having been convicted of the sale of narcotics or dangerous drugs may be designated as an inmate worker;

(f) preference will be given to those prisoners serving a jail sentence longer than thirty (30) days; and

(g) the Jail Administrator will interview each prisoner and review the prisoner's record to determine the prisoner's willingness and ability to perform work as assigned.

7/01-02.04

Duties of Inmate Workers

- (1) Inmate workers may be assigned duties both inside and outside the secure perimeter of the jail.
- (2) Duties may include:
 - (a) cleaning of the buildings, except offices;
 - (b) preparation of meals;
 - (c) cleaning of Sheriff's Department vehicles;
 - (d) maintenance or repair of recreational equipment;
 - (e) maintenance of grounds outside the jail;
 - (f) other such tasks as assigned by the Jail Administrator.
- (3) Under no circumstances will inmate workers or any other prisoners be allowed to possess keys or exert any authority or supervision over any other prisoner.

7/01-02.05

Supervision of Inmate Workers

- (1) When inmate workers are performing duties within a housing unit or within close physical proximity to non-inmate workers, the jail officer assigned to the housing unit will be within sight and hearing distance of the inmate workers.
- (2) When inmate workers are performing duties within the jail, but outside the housing area, or otherwise not within close physical proximity to non-inmate workers, the jail officer assigned to the nearest post will visually and verbally contact the inmate workers at least every fifteen (15) minutes.
- (3) When inmate workers are performing duties outside the jail, an officer or jail officer will accompany the inmate workers at all times, never allowing inmate workers to be out of sight.

Work Release

- (1) The judges of the county may sentence a convicted prisoner to the jail on a work release status, allowing the prisoner to maintain regular employment while in custody.
- (2) The admitting jail officer will follow the orders of the court in releasing work release prisoner on work days.
- (3) Each work releasee will be moved by the admitting jail officer from his cell to the strip search room, where the work release prisoner will change into working clothes stored in the prisoner's locker in the clothing room.
- (4) Once changed, the prisoner will be released from the jail. The admitting jail officer will note the prisoner's name and time out on the daily log.
- (5) The court will designate a responsible person for that prisoner while he is out on work release, to make certain that the work releasee is reporting to work and abiding by any other conditions of sentence as imposed by the judge and the work release order.
- (6) When work releasees return after each period outside the jail, the admitting jail officer will:
 - (a) escort the work releasee to the strip search room;
 - (b) direct that the work releasee remove all personal clothing;
 - (c) allow the work releasee to shower, or order the work releasee to shower if it appears that he needs it;
 - (d) inspect the clothing before returning it to the work releasees locker. Work releasees are responsible for cleaning personal clothing, or arranging for its replacement;
 - (e) give the work releasee a jail uniform and shoes;
 - (f) escort the work releasee back to the housing area.
- (7) If a work releasee fails to return to the jail from the work project

within thirty (30) minutes of established time, the admitting jail officer will:

- (a) notify his immediate supervisor, who will notify the patrol division;
- (b) prepare an written incident report;
- (c) if the work releasee should return or be returned, place the work releasee in isolation and prepare a supplement to the written incident report.

(8) If the work releasee fails to cooperate in any way with the work release program, refusing to go to work, refusing to remove clothing, attempting to smuggle contraband into the jail, the jail officer who first witnesses the incident will:

- (a) place the prisoner in an isolation cell;
- (b) prepare a written incident report.

(9) If the work releasee fails to return from work or fails to cooperate with the jail personnel in executing the work release sentence, the Jail Administrator, after having received the written incident report, will call or visit the sentencing judge, or in the sentencing judge's absence the judge pro tem, on the next business day and inform the judge of the nature and circumstances of the incident. The judge may wish to hold a hearing, modify the sentence, or take some other action. Whatever action is taken by the judge, the Jail Administrator will inform the appropriate jail staff, update the prisoner's records and reassign the prisoner to a new housing unit in accordance with his new classification status.

(10) Part-time or work release prisoners will be housed separate from the full time prisoners.

CHAPTER TWO

7/02-00.00

INMATE RECREATION AND LEISURE ACTIVITIES

7/02-01.00

Policy

(1) Inasmuch as idleness produces stress and unrest among prisoners and given that physical exercise is essential to the maintenance of health, the County Jail provide every opportunity for prisoners to engage in recreational activities to the extent that the facilities and personnel will allow.

7/02-02.00

Procedures

7/02-02.01

Schedules

(1) Prisoners of the County Jail will be given a flexible schedule of a total of five (5) hours per week of recreation to the extent that the facilities and personnel will permit.

(2) Disciplinary prisoners will have flexible schedule to total at least two (2) hours pers week.

(3) Weekenders and work release prisoners as time permits.

7/02-02.02

Outdoor Recreation

(1) When the temperature exceeds 60 degrees and the pavement is dry, prisoners shall be allowed outside recreation in accordance with the established schedules and if outside recreational facilities are available.

(2) Participating prisoners may choose to play either basketball or volleyball.

7/02-02.03

Indoor Recreation

- (1) Any time weather does not permit outside recreation, recreation activities shall take place in a multipurpose room, or any other designated area.
- (2) All recreation taking place after 1700 hours shall be indoors.
- (3) Indoor activities may include use of exercise machines, punching bags, and ping pong tables.

7/02-02.04

Recreational Opportunities

- (1) The recreational officer will, at the scheduled times, conduct a call out by entering an appropriate housing unit and announcing that those interested in recreation should step forward, those choosing not to participate shall remain seated in their cells.
- (2) Inmates not wishing to participate will give their names to the housing jail officer and he shall note the same on his daily log.

7/02-02.05

Notification

- (1) The recreational officer shall notify the supervisor, or the control operator that he has a group ready to proceed to the recreation area. He shall also notify the supervisor as to the number of inmates going out for recreation.

7/02-02.06

Escort

- (1) When the housing jail officers arrive, the prisoners will be released from the cell block and escorted to the appropriate recreation area.

7/02-02.07

Supervision

- (1) During the recreational period, the recreation officer will remain in the recreation area to issue equipment and supervise the activities.

7/02-02.08

Equipment Usage

- (1) It is the responsibility of the recreation officer to see that each prisoner has equal access and time to use the more popular equipment.
- (2) It is the recreation officer's responsibility to see that the equipment is not abused by the inmates.

7/02-02.09

Return of Equipment

- (1) When the recreation period is concluded the recreation officer will:
 - (a) see that all equipment is returned to the storage lockers;
 - (b) notify the supervisor that the group is ready to return to the housing area and request the assistance of the housing jail officer;
 - (c) upon arrival of the housing jail officer, escort prisoners back to their cells.

7/02-02.10

Leisure Time Activity Supplies

- (1) The jail has the following leisure time supplies available for prisoners' use:
 - (a) playing cards, one deck per prisoner;
 - (b) checkers and checker boards, one set for every two regular cells;
 - (c) chess men, one set for every two regular cells;
 - (d) television, one set for every regular cell block;
 - (e) assorted board games.

7/02-02.11

Supervision of Leisure Activities

- (1) Housing jail officers will be responsible for the supervision of

leisure activities by prisoners in day room areas and cells.

(a) televisions will be set up in the day room and will be permitted on during the hours of 0900 hours to lock-up 2200 hours.

(b) the jail housing officer will be responsible for the selection of the T.V. channels after determining the wishes of the majority of the inmates housed in the cell block.

(3) Exceptions to television times listed above may be made on a case by case basis, by the housing jail officer, if the television program unexpectedly exceeds the normal time, or a particularly significant event is being televised at a time other than those listed in this manual.

(4) Prisoners who abuse the privilege of leisure activities will be subject to disciplinary action.

7/02-02.12

Supplies Purchased by Prisoner, or Brought to the Jail by Prisoner's Friends or Relatives

(1) Prisoners will be allowed to purchase or receive leisure equipment, such as cards, games, puzzles, and kits so long as each piece or equipment is inspected and approved by the Jail Administrator.

(2) No games, crafts, or other leisure pass time equipment will be permitted which contain hazardous chemicals, metal parts or other materials that constitute a threat to the safety or security of the jail.

(3) When the Jail Administrator inspects and refuses any leisure equipment or supplies, the fact will be noted in the daily log and the prisoners concerned will be notified in writing by the Jail Administrator of the decision made.

7/02-03.00

Recreation Programs for Female Prisoners

(1) All female prisoners will be allowed access to the same recreational programs as male prisoners.

(2) Female prisoners will not recreate with male prisoners.

- (3) Female prisoners out for any type of recreation will be supervised by a female jail officer.

7/02-04.00

Recreation for Juvenile Prisoners

- (1) All juvenile prisoners will be allowed access to the same recreational programs as adult prisoners.
- (2) Juvenile prisoners will not recreate with adult prisoners.

CHAPTER THREE

7/03-00.00

INMATE READING MATERIALS

7/03-01.00

Policy

(1) To reduce idleness and to allow prisoners to pursue personal interests, reading material will be provided so long as the reading matter is consistent with the need for the order and safety of the jail.

7/03-02.00

Procedures

7/03-02.01

Library Service

(1) The County Library System may send a representative to the jail on a regularly scheduled day.

(2) When the library representative arrives, the housing jail officers will escort the library representative to the recreation room and assist the representative in carrying books to and from the recreation room.

(3) The new books will be exchanged for books brought the previous visit. The library books will be shelved separately from those owned by the jail.

7/03-02.02

Inventory

(1) Library representatives will provide an inventory sheet, listing the titles of all books delivered.

(2) The inventory sheet will be retained on a clipboard in the recreation room.

(3) Each time a book is checked out, the name of the prisoner and the date will be recorded next to the title by the recreation officer.

7/03-02.03

Prisoner Access

- (1) During the regularly scheduled library period, inmates will be allowed to browse through the library books and those books owned by the jail.
- (2) The recreation officer will check each cell block to determine which prisoners wish to visit the library.
- (3) He will escort three (3) prisoners at a time.
- (4) Prisoners are limited to ten (10) minutes for the selection of books.
- (5) One book may be checked out at a time.
- (6) When a library book is returned, the recreation officer will cross out the prisoners name on the inventory sheet. There is no time limit on how long a prisoner may keep library or jail books, but the library representative may request that a book be returned at any time.

7/03-02.04

Donated Books

- (1) Persons or groups from the community may donate books to the jail library for the benefit of the prisoners.
- (2) Any jail officer who receives an inquiry regarding a donation of books will refer the person making the inquiry to the Jail Administrator.
- (3) Prior to being shelved in the recreation room, the donated books will be inspected by the recreation officer.

7/03-02.05

Books Purchased by Prisoners

- (1) Prisoners may purchase books by filing out the publisher order form and requesting the recreation officer to arrange the obtaining of money orders during the next commissary day.
- (2) The order form, envelope and money order will be mailed by the recreation officer.

(3) When a book is received from the publisher, it may be subject to inspection by the Jail Administrator prior to delivery to the inmate.

7/03-02.06

Books from Friends or Relatives

(1) Friends or relatives of a prisoner may bring books to the jail for a particular prisoner.

(2) Those books will be subject to inspection for contraband and limited censorship. Censorship will be in keeping with community standards.

(3) No prisoner will be allowed to keep more than one (1) such book in addition to the one (1) library or jail book and the one (1) book from a publisher, in his cell.

7/03-02.07

Newspaper

(1) The jail will provide one daily edition of the local newspaper for each cell block.

(2) The recreation officer will see that the newspapers are distributed to the cell blocks.

(3) The housing jail officer who goes off duty on the afternoon shift will see that the previous day's newspapers are removed.

7/03-02.08

Other Newspapers and Magazines

(1) Prisoners may subscribe to or may have newspapers or magazines delivered by friends or relatives so long as the magazines and newspapers are not allowed to accumulate in an unsafe or unsanitary level in the cell.

7/03-02.09

Inspection and Censorship

(1) Any book, magazine or newspaper, whether brought to the jail by a prisoner's relative or friend, or arriving via the mail, will be subject to

inspection for contraband by the Jail Administrator.

(2) Inspection and censorship will be carried out within twenty-four (24) hours of the receipt of the item, except Saturdays, Sundays or Holidays.

(3) Censorship will be limited in accordance with the established guidelines of this manual.

7/03-02.10

Censorship Guidelines

(1) The following items will not be excepted by the Jail Administrator:

(a) photographs or explicit drawings of nude persons whose sexual organs are fully exposed;

(b) illustrations and/or text which shows or describes the manufacture or fabrication of weapons such as guns, bombs, incendiary devices;

(c) other items which can categorically be expected to encourage violence or disruptive behavior by the particular prisoner or among prisoners generally.

(2) A review committee consisting of the Jail Administrator, Judge, Clergy, and an Attorney, shall approve/disapprove all questionable materials.

CHAPTER FOUR

7/04-00.00

ACCESS TO LEGAL MATERIALS

7/04-01.00

Policy

(1) The right of access to the courts is a fundamental right of all United States citizens. The County Jail will take no action which interferes with this right or discourages any prisoner from exercising this right, except such limitations as are necessary for legitimate security and operational consideration.

7/04-02.00

Procedure

7/04-02.01

Prisoners Represented by Counsel

(1) The Jail has established procedures designed to provide ample access to attorneys who represent prisoners. Thus, any prisoner who is represented by counsel will make requests, verbal or written, for any legal reference material directed to his attorney.

(2) If any attorney brings or mails to the jail any legal reference materials, the Jail Administrator will be responsible for inspecting such materials for contraband within twenty-four (24) hours of its receipt except Saturday, Sunday and Holidays, and having it delivered to the prisoner.

(3) This mail will be opened and inspected for contraband only in the presence of the inmate.

(4) No jail officer or other staff member of the jail will be allowed to refuse the delivery of legal reference material from counsel to a prisoner. If a jail officer reports that legal references in a prisoner's cell are accumulating to an unsafe level or are making cell inspections difficult, the jail housing officer will notify the Jail Administrator in writing.

(5) The Jail Administrator will then contact the attorney and consult with the attorney to determine the most equitable solution. Should the situation become unmanagable for the jail, the Administrator will consult with the judge or the court and attempt to resolve the matter.

7/04-02.02

Prisoners Not Represented by Counsel

(1) Prisoners not represented by counsel may make written requests to any jail officer for any legal reference material. The request should include:

- (a) the prisoner's name;
- (b) the date of the request;
- (c) a description of the requested materials as specifically as possible.

(2) Jail officers may, but are under no obligation to, assist the prisoner in preparing a request.

(3) The jail officer who receives the request for legal material will:

- (a) date and initial the request;
- (b) forward the request to the Jail Administrator.

(4) The Jail Administrator will forward the request to the County Bar Association Law Library. The Law Librarian may:

- (a) Return the request to seek clarification from the prisoner if this occurs, the Jail Administrator will discuss, or designate someone to discuss with the prisoner the nature of the request. If it is evident that the prisoner is unwilling or unable to be more specific, the Jail Administrator or his designee will advise the prisoner that the jail cannot act as a legal researcher and that the prisoner may express a grievance to the Sheriff or to the Courts if the prisoner so desires;
- (b) Use discretion in interpreting the request;

(c) File the request as stated or as interpreted by making photocopies of the appropriate materials and transmitting them to the jail.

(5) Prisoners not represented by counsel will be permitted to make no more than two (2) requests per week for legal reference material.

7/04-02.03

Other Legal Access

(1) For information regarding access to the courts and attorneys see Inmate Visiting and Access to the Court of this manual.

7/04-02.04

Law Library

(1) Prisoners shall have access to a law library.

(2) The law library need not be located within the jail, but for easy accessibility, it should be part of the jail library.

(3) Inmates will have access to the law library on a regular basis. Their time in the library will be limited, depending on the demand for it's use.

(4) Inmates will be allowed to check out two books at a time. The time of check-out will be determined by the demand for the legal books.

(5) The following books will be available:

(a) copy of the Montana Code;

(b) Supreme Court Reporters;

(c) other Supplements as needed.

(6) In the event a law library is not available, the jail may provide cases to the inmates, at their request, as outlined in section 7/04-02.02 of this manual, or provide a para-legal service, or permit the function of a jail house lawyer.

7/04-02.05

Access to the Court

(1) Prisoners will be provided every opportunity to communicated with the Courts.

(2) For further information regarding this matter, see section 5/00-00.00 of this manual.

CHAPTER FIVE

7/05-00.00

RELIGIOUS SERVICES

7/05-01.00

Policy

- (1) Every reasonable attempt shall be made by the jail staff to facilitate the free exercise of religious beliefs by the prisoners.
- (2) The exercise of religious beliefs shall be limited only by legitimate security and operational considerations.

7/05-02.00

Procedure

7/05-02.01

Regular Religious Services

- (1) The County Jail will allow the conducting of regular religious services on each Sunday from 1900 hours to 2000 hours.
- (2) When the representatives of the local churches have been identified by the admitting jail officer and escorted to the multipurpose room, the admitting jail officer will go to each male housing unit, except isolation and segregation, and announce that services will be held.
- (3) Prisoners who wish to participate will be escorted, one housing unit at a time, to the multipurpose room.
- (4) The admitting jail officer will stay in the multipurpose room during the service, if the admitting jail officer is called to admit a new prisoner, the supervisor will arrange for another officer to relieve the admitting jail officer.
- (5) When the service is completed, the supervising officer will escort the inmates back to the housing units.
- (6) If any female prisoner has so requested, the church representative

will be asked to conduct a service in the female housing unit day room immediately following the service in the multipurpose room.

7/05-02.02

Access to the Clergy

- (1) If a prisoner wishes to meet with his or her own pastor or a representative of a religion for the purpose of confession, pastoral counseling or worship, the jail officer who receives such a request will forward the request to the Jail Administrator.
- (2) If the prisoner has arranged a visit, the procedure as set forth in section 5/03-00.00 of this manual will be observed.
- (3) If the prisoner cannot make the appropriate arrangements for clergy visitation, the housing jail officer who first receives the request will contact the Jail Administrator for assistance.
- (4) When arrangements have been made for the appropriate representative to visit, the prisoner will be informed and the supervisor will be informed so that the visit can take place.

CHAPTER SIX

7/06-00.00

OTHER SERVICES

7/06-01.00

Policy

(1) In an effort to bring about self improvement and assist prisoners with problems, the jail will attempt to secure all needed and available community resources.

7/06-02.00

Procedure

7/06-02.01

Community Services

(1) The Jail Administrator will contact all community agencies for the purpose of determiningg which services each agency provides that may be appropriately utilized by the jail.

7/06-02.02

Contracts/Agreement

(1) The Jail Administrator shall formalize agreements, in writing if possible, with all agencies which can provide appropriate services. These contracts/agreements shall be received and updated on a annual basis.

7/06-02.03

Community Agencies

7/06-02.04

Referrals

(1) Any jail officer who believes that a prisoner's past or present behavior warrants the attention of a community agency, he shall make a written referral to the Jail Administrator stating the prisoner's name, the behavior which warrants attention, and the suggested community agency.

7/06-02.05

Specific Referrals

(1) Any prisoner admitted under the influence of alcohol shall be referred to the local alcohol counsel.

(2) Any prisoner suspected of being under the influence of drugs shall be referred to the local drug abuse center.

(3) Referrals to these agencies will be made by the admitting jail officer if the prisoner is received between 0800 and 1600 hours. If the prisoner is received between 1600 and 0800 hours the admitting jail officer shall make a written referral to the Jail Administrator.

(4) Any prisoner who appears to have mental health problems, suicidal tendencies, signs of severe depression or anxiety, shall be referred immediately to the county mental health center by the admitting jail officer.

(5) If a jail officer receives a request from a prisoner for treatment or services from a community agency, the jail officer shall:

(a) ask the prisoner to make a written request, stating his name and service requested;

(b) forward the request to the jail administrator.

(6) It is the responsibility of the Jail Administrator to contact the appropriate community agencies within forty-eight (48) hours, except Saturday, Sunday or Holidays, of receiving the request, arrange for treatment, and monitor all ongoing services.

CHAPTER SEVEN

7/07-00.00

COMMISSARY

7/07-01.00

Policy

(1) All prisoners will have the opportunity to make purchases of personal items through the commissary services of the jail. The jail retains the right to limit the nature and amount of such purchases for operational and security reasons.

7/07-02.00

Procedure

7/07-02.01

Commissary List

(1) A list of available commissary items will be given to each inmate as part of the inmate rules and regulations. No prisoner may purchase more than Seven Dollars (\$7.00) worth of items with any single order.

7/07-02.02

Request for Commissary

(1) Prisoner's requests for commissary items will be taken by the jail housing officer on duty between 0800 and 0900 hours on Monday, Wednesday and Friday.

(2) The jail officer will go to each cell block in his or her housing area and pick up the commissary list from those inmates requesting the service.

(a) Each list will have the prisoner's name, cell location, and date of request.

(3) The housing jail officer will place the commissary lists from the inmates and place them in a designated area in the admitting office.

7/07-02.03

Review

(1) The Commissary Officer shall review the lists, and compare them to the amount of funds remaining in each prisoner's account.

7/07-02.04

Purchases

(1) The Commissary Officer will telephone the local commissary vendor.

(2) He will then order the items that are approved and have been requested by the inmates.

7/07-02.05

Pick-up of Commissary Items

(1) The Commissary Officer will pick up the order from the commissary vendor prior to 1500 hours on the commissary day.

7/07-02.06

Delivery of Commissary Items

(1) The Commissary Officer will deliver the requested items to the prisoners during the afternoon or evening hours on the day of the pick up.

7/07-02.07

Verification of Receipt

(1) As each prisoner receives the items, the prisoner will sign and date the original commissary order he submitted.

(2) This verified receipt will be placed in the inmate's file.

7/07-02.08

Recording

(1) The written order signed and dated by the prisoner at the time of delivery, will be placed in the prisoner's money envelope for payment upon release.

(2) The balance on the money envelope will be updated in accordance

to the amount being deducted.

7/07-02.09

Indigent Prisoners

- (1) Those prisoners who have insufficient funds may also request certain commissary items.
- (2) When the Commissary Officer reviews the requests and the accounts, prior to placing the order, the officer will note on the prisoner's request that there are not sufficient funds.
- (3) Those items that can be furnished by the jail shall be furnished.
- (4) The request slip shall be signed and dated by the prisoner and placed in his money envelope.
- (5) During the release process, any negative balance incurred by the indigent prisoner for those items, will be reduced from any deposits made to the prisoner's account subsequent to the purchases.
- (6) If after reconciling the deficit with whatever funds are in the prisoner's account at release, a negative balance remains, the amount of the negative balance will be circled in red, and the money envelope sent to the Jail Administrator, who will transmit it to the Sheriff's Department's bookkeeper.

7/07-02.10

Items to be Purchased for Indigent Prisoners

- (1) The items marked on the commissary list with an asterisk (*) will be purchased for indigent prisoners.

7/07-03.00

Commissary Officer

7/07-03.01

Responsibility

- (1) It shall be the responsibility of the Commissary Officer to account for all inmate funds.
- (2) The Commissary Officer shall be the only one authorized to handle

inmate monies, after the money has been received by the commissary.

8/00-00.00

ROUTINE PROCEDURES

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CHAPTER ONE

8/01-00.00

CONTROL OF PRISONER'S FUNDS

8/01-01.00

Policy

(1) No prisoner will be permitted to keep money on his person or in his cell while in the jail. All prisoner's funds will be controlled by jail personnel in a fair, ethical, and honest manner.

8/01-02.00

Procedures

8/01-02.01

Storage

(1) Prisoner's funds are to be stored in the prisoner's money envelope and locked in a secure place.

8/01-02.02

Deposits

(1) If a deposit is made on behalf of the prisoner, the Commissary Officer will:

- (a) prepare a receipt for the person depositing the money;
- (b) place the money in the prisoner's money envelope noting the amount and date on the envelope;
- (c) enter the amount deposited, date, and prisoner's name in the general account book;
- (d) prepare a receipt to be delivered to the prisoner.

8/01-02.03

Expenditures

(1) Prisoners may release money to third parties, except in the event the third party is housed in the jail. Money transfers between inmates will only be done through the authorization of the Jail Administrator.

(2) A prisoner may also spend his money through the commissary services.

CHAPTER TWO

8/02-00.00

RELEASE OF PRISONER PROPERTY TO A THIRD PARTY

8/02-01.00

Policy

- (1) Prisoners may be allowed certain control over personal property, but may not transfer any personal property item held by the jail to other prisoners in the jail.
- (2) Jail staff shall exercise due care in recording the release and transfer of prisoner property.

8/02-02.00

Procedure

8/02-02.01

Request

- (1) The prisoner must submit a written request to the jail officer. The request shall specify:
 - (a) the particular item to be released;
 - (b) the name, address, telephone number, and relationship of person to whom the items are to be transferred;
 - (c) the prisoner's signature;
 - (d) the date of the request.

8/02-02.02

Response

- (1) Upon the receipt of the request, the jail officer will:
 - (a) contact the person designated and advise them of the date

and time that the items may be picked up.

(b) Only the person designated by the prisoner will be authorized to pick up the items;

(c) notify the supervisor and give him the prisoner's request.

8/02-02.03

Pick-up

(1) When the person designated by the prisoner appears to pick up the items, the supervisor will:

(a) verify the identity of the person;

(b) obtain the items to be released from the prisoner's property envelope or other place of storage;

(c) require the person receiving the property to sign the property transfer request below the written statement:

"I certify that the property listed on this request was given to me on _____ date."

(d) the officer shall sign his name and unit number as a witness.

8/02-02.04

Recording

(1) The supervisor will then take the signed request to the prisoner's property envelope, re-seal and return the envelope to storage, noting the transfer in the daily log.

CHAPTER THREE

8/03-00.00

PREPARING PRISONERS FOR COURT

8/03-01.00

Policy

(1) Prisoners will be prepared for and transported to court appearance in a timely manner and in strict accordance with the order of the court.

8/03-02.00

Procedure

8/03-02.01

Court List

(1) Each morning of the regular court day, the supervisor will review the booking cards for all prisoners and make a list of those who are to appear in court.

8/03-02.02

Call Out

(1) The supervisor will notify the housing officer of those prisoners to be transported to court, and the housing officer will call the names of the inmates.

(2) When the prisoners have been assembled, they will be escorted to the booking area to await transport.

(3) Female prisoners will be escorted separately by the matron and will await transport in a section of the booking area apart from male prisoners.

(4) As the prisoners pass the booking area, the admitting jail officer will check the prisoners against the photographs on the booking cards to verify their identity and then place each card in the "In Court" file.

8/03-02.03

Supervision

(1) The admitting jail officer on duty will supervise the prisoners while they await transport. If there are more than fifteen (15) prisoners, the housing jail officer will remain to assist in supervising.

8/03-02.04 Court Escort

(1) The admitting jail officer will turn over the prisoners to the escorting officers who will take the prisoners to court and will remain with them for supervision.

8/03-02.05 Restraints

(1) Prisoners transported outside the jail to any court shall be handcuffed.

(2) If necessary, the transporting officer may use additional restraints.

8/03-02.06 Potential Escape

(1) If any of the following factors apply to a prisoner, he is to be considered a potential escape risk:

(a) history of escape or attempted escape;

(b) history or indication of violence during transportation; or

(c) refusal to cooperate with the jail officer during call out or other procedures associated with court appearances.

8/03-02.07 Records

(1) All prisoners' movement to court and use of additional restraints will be noted in the daily log.

(2) The escorting officer will sign the release log for receipt of the prisoner and sign him in upon his return.

8/03-02.08

Clothing

- (1) If a prisoner requests special clothing for a court appearance, the prisoner will be allowed to make his own arrangements for the timely delivery of the clothing.
- (2) The items will be subject to inspection by the admitting jail officer before being given to the prisoner in the booking area.

8/03-02.09

Information

- (1) The admitting jail officer will provide the escort officer with the court list showing the court and time of appearance for each prisoner.

8/03-02.10

Return from Court

- (1) Upon return to the jail, the escorting officer will provide documents and information necessary to update the jail records.
- (2) The admitting jail officer will update the booking cards and the prisoner files noting where applicable:
 - (a) future court dates and times;
 - (b) name of newly appointed counsel;
 - (c) bond set;
 - (d) sentence imposed;
 - (e) any other information which effects the prisoner's status.

8/03-02.11

Alert

- (1) The escorting officer will always inform the admitting jail officer of any events occurring during the court appearance which may negatively affect the behavior of a prisoner, severe sentence, denial of bond, unexpected verdict.

(2) The admitting jail officer will alert the housing officer who will, in turn, note those circumstances in the daily log.

9/00-00.00

INMATE GRIEVANCES AND DISCIPLINE

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CHAPTER ONE

9/01-00.00

INMATE GRIEVANCES

9/01-01.01

General

(1) The courts are ill-suited to act as the front line agencies for the infinite variety of prisoner complaints. The capacity of the judicial system to deal fairly and fully with legitimate claims will be impaired by a burgeoning increase in prisoner complaints. Procunier v. Martinez, 416 U.S. 396 (1974).

(2) Formal grievance procedure to hear inmate complaints may result in a requirement that inmates exhaust all administrative remedies before seeking judicial action.

(a) At least two federal appeals circuits have required exhaustion of administrative remedies before filing a federal claim. See Thompson v. United States Federal Industries, 492 F.2d. 1082 (5th Cir. 1974); Jones v. Carlson, 495 F.2d. 209 (5th Cir. 1974); Waddle v. Alldredge, 480 F.2d. 1078 (3rd Cir. 1973). Most recently, 1981, the U.S. Supreme Court also approved this concept in Parratt v. Taylor, June 1981.

9/01-01.02

Procedures

(1) When an inmate has a grievance, question or request it is required that the jail administration be notified of that in writing by the inmate.

(a) Inmates making complaints or extraordinary requests orally, will be required to state that complaint or request in writing.

(2) When the written grievance or request is received by a jail officer it will be forwarded immediately to the jail command for review.

(3) The date will be stamped or written on the grievance when it is received by the administration or other person who receives it.

(4) Once received the matter will be reviewed by the jail command.

- (a) The grievance may be assigned for followup to another staff member at the discretion of the jail command.
 - (b) The assigned officer will handle the matter according to the instructions given at the time of the assignment, and then report to the jail command, in writing.
- (5) The inmate will be given an initial written response within ten days of the date that his grievance was received. If the matter in question has not been resolved at the time he will be further notified in writing when that matter has been resolved.
- (a) The ten day response time is intended to make a maximum response time. Certainly a quicker response is desirable.
 - (b) Since some matters may require more than ten days to complete, the first notice will advise the inmate that his complaint is being handled.
 - (c) Further written information will be sent to the inmate when appropriate.
- (6) All requests, grievances, and questions received from inmates, as well as all reports concerning the handling of those matters, and all responses to inmates will be preserved in the inmate incident file.
- (7) Grievances will also be recorded in the inmate request and grievance log.

9/01-01.03

Inmate Request and Grievance Log

- (1) The purpose of the inmate request and grievance log is to preserve a record of the number, frequency and nature of inmate complaints and requests, and the efforts of the jail administration to resolve those matters. This log will help the administration to observe patterns of complaints to monitor followup to complaints, and to protect against civil liability and criticism in the event of unfounded allegations of a lack of sensitivity to inmate complaints and needs.
- (2) The log will record for each grievance or request the following information:

- (a) Date received (this will be the date the grievance was received in the administration office)
- (b) Complainant (the inmate making the request or grievance)
- (c) Type of Complaint
- (d) Date of initial response (this will be the date that the first written answer was sent to the inmate. The first response may be the only response needed.)
- (e) Date completed (this will be the date that the matter had been resolved. A memo will go to the file and the inmate at that time. If the initial response resolved the matter then that date will be entered in both columns.)
- (f) File reference (if the grievance included several petitioner's names, the reports may be filed under just one name. The name, or file number under which the grievance reports are filed will be entered into this column.)

9/01-01.04

Exemptions

- (1) It is required in this section that all grievances, and extraordinary requests will be forwarded to the jail administration. Certain types of requests are exempt from this requirement.
- (2) Routine telephone requests will be handled by the jail officer pursuant to existing jail policy. Only complaints by prisoners concerning the telephone policy, lack of responsiveness to requests, or such problems will be forwarded to the jail command.
- (3) Routine requests for inmate worker assignments will be submitted to the classification officer. Only appeals from the decisions or inactions of the classification officer will be forwarded to the jail command.
- (4) Complaints concerning disciplinary action will be handled by the discipline appeal board.

Exhaustion of Remedies and Appeal

(1) Not all replies to inmate grievances will necessarily result in a response which satisfies the complaining inmate. The need for security and order, attention to the established policies and procedures governing the jail operation will be of greater weight in handling grievances than will the personal desires or preferences of individual inmates.

(2) Efforts will be made to reconcile the differences between the needs of the jail and those of the individual inmates. When, however, the reply is not deemed satisfactory by the inmate he is free to express his dissatisfaction in any of the following ways:

(a) Letters to the Sheriff;

(i) It should be noted that if the inmate has failed to exhaust administrative remedies in the jail, the Sheriff will only refer the matter to the Jail Administration.

(ii) An exception would be in the case of allegations of criminal misconduct, or other very serious misconduct made against the Jail Administration. Such allegations would not be required to be submitted to the Jail Administration first.

(b) Letters to other public officials.

(c) Letters to the news media.

(d) Letters to the court.

(e) Requests to attorneys to take legal action against the Jail Administration.

(f) Filing hand written (forma pauperis) suits against the Jail Administration.

(g) Contact with other persons or agencies outside the jail.

Insubordination and Physical Resistance Forbidden

(1) Inmates shall not be insubordinate nor employ physical violence or

resistance as a way of expressing a grievance or dissatisfaction to administration response to grievances.

(2) Insubordination or physical resistance will be punished through the inmate discipline system. Even a subsequent determination that the inmate's grievance required relief will not mitigate the insubordination.

CHAPTER TWO

9/02-00.00

INMATE DISCIPLINE

9/02-01.00

General

(1) No institution of confinement can function safely and efficiently unless inmates conform to some minimal standards of orderly behavior. Furthermore, a requirement that inmates be peaceable and cooperative can be justified as preparing them for a lawful life in the free community.

(2) Discipline helps provide security and safety to both staff and inmates. Any institution which lacks effective inmate discipline will not be able to provide adequate protection or guaranty rights of inmates.

9/02-02.00

Inmate Discipline Policy

9/02-02.01

Objectives of Inmate Discipline

(1) The primary objective of inmate discipline is to teach and motivate inmates to control themselves.

(a) A jail functions more safely and efficiently, and develops a more favorable jail climate when this principle is achieved.

(b) Merely forcing inmates to conform, without achieving this principle, results in a greater expenditure and a lower degree of success.

(2) In those cases where incorrigible, unmanageable inmates cannot be safely handled, or for those who refuse to conform to the custody and security requirements, the jail must take the necessary control measures to effectively neutralize the dangerous or negative responses of the inmates.

(3) Discipline will not be given as revenge, but as a method of instructing inmates to control themselves; of controlling those who will not control themselves; or making inappropriate behavior more difficult and less rewarding.

9/02-02.02

Application of Discipline

- (1) Discipline shall be issued impartially and shall be meted out according to the objectives of inmate discipline.
- (2) Discipline will result from a combination of instructions, with positive and negative sanctions for enforcement.
- (3) Action must be certain and without undue delay to be effective. The severity of an action is secondary to the inevitability of action.

9/02-02.03

Extent of Discipline

- (1) Any one, or combination, of authorized restrictions may be used to accomplish the discipline.
- (2) It is preferable, however, not to use all restrictions at once in most cases. If an inmate feels that he has got nothing to lose, he may become an even greater problem. Some restrictions and alternatives should be kept in reserve as an increased incentive for the inmate to conform.
- (3) Any serious violation that requires strong, or severe action should be dealt with accordingly. Anything less than a full, appropriate response may leave the inmate unimpressed and not motivated to alter his behavior.
- (4) In any situation where the infraction or the violation is less severe, or where there are justifiable extenuating circumstances, or where leniency is otherwise appropriate, the discipline should be tempered accordingly. Unnecessarily severe action creates unnecessary antagonism and may retard the desire of the inmate to exercise self control.

9/02-03.00

Responsibility and Authority

9/02-03.01

Staff: Non - Supervisory

- (1) Any staff member observes any violations or infractions shall report it in writing.
- (2) Any staff member who is a corrections officer, or higher, may

carry out temporary, emergency action (i.e. segregation, cancel visit, terminate other privileges, etc.), such temporary action should be allowed to stand for only as long as was required for the officer to advise his supervisor, and receive instructions.

(3) In the absence of a member of the Inmate Discipline Board, a non-supervisory officer may be assigned by the shift supervisor to fill in.

9/02-03.02

Shift Supervisor

(1) The shift supervisor will screen all disciplinary reports and determine whether there appears to be cause for action. If such action is required, he will submit the matter to the Inmate Discipline Board (IDB).

(2) Review any temporary emergency action taken and determine the need to continue the action pending the outcome of the disciplinary board hearing.

9/02-03.03

Inmate Discipline Board

(1) The Inmate Discipline Board (IDB) is a three man board headed by a permanent chairperson, although the board may consist of as little as one person, in small rural jails. The chairperson will select the other members of the IDB. Nobody will be named to hear any case in which he is directly involved, nor indirectly involved to the extent that it would prejudice his judgment.

(2) The chairperson will review incoming discipline reports, set the calendar of cases, and summarize findings and actions.

(3) The IDB will hold disciplinary hearings to determine the validity of the allegations against inmates, and order necessary disciplinary action against inmates when appropriate.

9/02-03.04

Executive Officer

(1) The executive officer of the jail will monitor the actions of the IDB and make operational recommendations, and define policy to better insure standardized, uniform operation by the IDB.

(2) The executive officer will not, however, directly influence individual cases handled by the discipline board.

(3) The executive officer will serve as a member of the Appeal Board. (DAB)

9/02-03.05

Discipline Appeal Board (DAB)

(1) The discipline appeal board, a two man board, is comprised of the jail command level personnel. The jail commander and his executive officer as full time permanent members, and any other supervisor not involved in the action, as alternate members to serve in the absence of either regular member.

(2) The Appeal Board will monitor actions taken by the IDB, but will not, in other than exceptional cases, intervene unless there is a written appeal from an inmate of the disciplinary action taken against him, or an appeal from the reporting officer's supervisor.

9/02-03.06

Jail Administration

(1) The jail command may individually act in special matters to reduce or commute actions in the best interest of the inmates and the jail.

(2) It is intended that the administration may function in any way that would increase the flexibility of the system of discipline in a positive way, without compromising the integrity and the independence of the IDB.

9/02-04.00

Disciplinary Procedure

9/02-04.01

Initial Action

(1) When any officer or staff member observes or has knowledge of a violation of jail rules and regulations, a violation of the laws of the State, County or City, or any other act prescribed by prudent judgment as contrary to the safety and orderly function of the jail, by any prisoner which requires formal action, such officer should initiate disciplinary action by completing an inmate violation report.

(2) If the action involves more than one inmate, a separate inmate violation report, will be required for each inmate being disciplined.

(3) The reporting officer will file the appropriate portion of the violation report. The violation report shall be completed accurately describing carefully everything that occurred, and listing all facts in complete detail.

(4) Include for each allegation made, a reference by number to the rule, regulation or law violated.

(5) The completed report shall be signed by the reporting officer and routed to the shift supervisor.

(6) An investigation into the incident shall commence within twenty-four (24) hours after the report has been received by the IDB.

9/02-04.02

Screening

(1) All reports will be screened at various supervisory levels on route to the IDB.

(2) At any point along the route, the supervisor may reject the report, or return it to the reporting officer for further comment or information.

(3) If a report is rejected over the objection of the reporting member, a written memo outlining reasons for the rejection should be submitted to the jail administration and the IDB.

9/02-04.03

Written Notice to Inmate

(1) Advanced written notice of charges must be provided to the inmate no less than twenty-four (24) hours before his appearance before the discipline board.

(a) If an inmate wishes, he may waive the twenty-four (24) hour waiting period to gain an earlier appearance before the discipline board.

(b) The inmate must request the waiving of the twenty-four (24)

hour time requirement, if he desires it waived, by completing the tear off portion of the "Notice of Pending Disciplinary Action", and forwarding it to the IDB.

(2) The "Notice of Pending Disciplinary Action", will be completed to provide the required notice of disciplinary charges.

(a) The notice should include in the detail section the number reference and description of the violation.

(b) Do not list the names of informants, witnesses, or other similar information which might lead to reprisals.

(c) The notice need not be written in the same detail and completeness of the inmate violation report, but should contain enough information that the inmate will know the allegations he's facing.

(3) When any inmate exercises the option listed on the tear off portion of the notice, the jail officer shall forward the request immediately to the IDB.

9/02-04.04

Initial Action

(1) Since it is likely that twenty-four (24) hours or more may pass between offense and a discipline hearing, it is sometimes necessary that emergency or pre-hearing action be taken.

(2) Such action, most often the immediate segregation of an inmate for his own safety or those around him, is permissible with permission of the shift supervisor.

(a) Other action such as termination of a visit or a telephone call, or restricting television or other privileges will also be allowed with the appropriate approval.

(3) Initial (pre-hearing) action will be noted on the violation report.

(4) Do not use initial action segregation or privilege restriction unless it is necessary and written justification is included.

1. The first part of the paper is devoted to a general discussion of the problem.

2. In the second part, we consider the case of a single variable.

3. The third part is devoted to the case of several variables.

4. In the fourth part, we consider the case of a function of several variables.

5. The fifth part is devoted to the case of a function of several variables.

6. In the sixth part, we consider the case of a function of several variables.

7. The seventh part is devoted to the case of a function of several variables.

8. In the eighth part, we consider the case of a function of several variables.

9. The ninth part is devoted to the case of a function of several variables.

10. In the tenth part, we consider the case of a function of several variables.

11. The eleventh part is devoted to the case of a function of several variables.

12. In the twelfth part, we consider the case of a function of several variables.

Disciplinary Hearing

- (1) Before formal action can be taken against any inmate, the IDB must meet to consider the allegations.
- (2) The IDB will review all written reports, conduct investigations, interview witnesses, hear the accused, and take other such action as may be required to make findings.
- (3) The IDB will make findings and take other appropriate actions and steps to insure the action is carried out.
- (4) The IDB will record findings and actions in writing, listing the evidence or reasons which led to their findings and actions.
- (5) Inmates shall have no right to attorneys at disciplinary hearings.
 - (a) Substitute counsel should be provided in certain cases, including, but not limited to:
 - (i) Mentally incompetent inmates;
 - (ii) Illiterate inmates;
 - (iii) Inmates who do not speak, read, write or understand English well enough to properly represent themselves.
 - (b) Substitute counsel may be staff members, another inmate, or other persons approved by the IDB.
- (6) Inmates may request witnesses to be called. However, such calling of witnesses will be at the discretion of the discipline board.
 - (a) Calling of witnesses and presenting of evidence by inmates will not be allowed if it is hazardous to security of the jail, individual inmates or staff.
 - (b) Other reasons for refusing to allow the calling of witnesses include irrelevance, lack of necessity, or compromising of correctional goals.
 - (c) In matters involving tier discipline, inmates shall be given the

option of choosing a representative or all appearing before the board.

(7) Inmates have no right to cross-examination or confrontation of witnesses in a disciplinary hearing.

(a) At the discretion of the IDB, in certain special cases, cross-examination or confrontation may be beneficial.

(b) Such approval should be allowed only after the most careful consideration.

(8) Although a Miranda warning is not required at a discipline hearing, if it appears possible that criminal charges may result, the hearing should be started only after reading him his 5th Amendment (Miranda) rights.

(a) All criminally damaging statements by the subject should be accurately recorded after such warning is given.

(b) If an inmate refuses to testify or talk to the IDB, his silence may result in adverse inference by the IDB. Permitting an adverse inference to be drawn from an inmate's silence is not an invalid practice. Baxter v. Palmigiano, 425 U.S. 308 (1976).

(9) If, at the conclusion of the hearing, the inmate is found not guilty, the record of the proceeding will be expunged from the record. Further disciplinary action can not be taken in the matter nor can the information be used again in future hearing.

9/02-04.06

Distribution

(1) Distribution of copies of the inmate violation report will be the responsibility of the IDB.

(2) The following is the standard minimum distribution:

(a) Inmate Discipline Board File;

(b) Admission office discipline log book;

- (c) Inmate's file;
 - (d) Appropriate areas of the jail.
- (3) In addition to the standard for distribution, copies will also be sent to other designations when appropriate. Such other distributions might include:
- (a) Commissary/Kitchen;
 - (b) Visiting Station;
 - (c) Recreation officer;
 - (d) Medical Staff;
 - (e) others as required.
- (4) In addition to the above distribution, the inmate shall be notified in writing of the findings of the board, and of any action to be taken.

9/02-04.07

Appeal Procedure

- (1) If an inmate desires to appeal the finding and/or sentence of the IDB, he should submit in writing a request to the jail administration. The request should include the issues and reasons for the appeal.
- (2) Appeals will also be accepted from officers who feel the board acted improperly.
- (3) The Discipline Appeal Board (DAB) will then review the matter and determine what action should be taken.
 - (a) The Appeal Board may call witnesses, read written reports, or make what other investigation it deems necessary.
- (4) The Appeal Board, unless making a final determination on the matter, may take any of the following actions:
 - (a) refer the matter back to the IDB for rehearing;

- (b) sustain the findings and punitive action of the IDB;
 - (c) sustain the findings, but reduce or increase the punitive action ordered;
 - (d) reverse the findings of the IDB;
 - (e) alter, generally, the orders of the IDB or take whatever other action is deemed appropriate by the Appeal Board.
- (5) The inmate will then be notified in writing of the findings and decisions of the Appeal Board in a policy memorandum.
- (6) Further appeal, if desired, should be directed to the Sheriff, or the inmate's counsel, and/or the courts.

9/02-04.08

Independant Action of Jail Administration

- (1) In an emergency, or other situation deemed necessary, the jail administration may take appropriate disciplinary action, require non-punitive segregation, rescind or reduce action by the Discipline Board, without a formal hearing.
- (2) Such action shall be reported as soon as possible, in writing, to the IDB and an appropriate distribution of information made.

9/02-04.09

Non-Punitive Isolation

- (1) An inmate may be segregated from the general inmate population if his action, behavior pattern, emotional state, or other factors indicate he represents a threat to the safety of himself, staff, or other inmates.
- (2) To avoid abuse of this procedure and to provide adequate controls, documentation, and recommendations for this type of action shall be in writing.
- (a) We have a responsibility to protect the inmates being held in jail and properly applied non-punitive isolation can assist in this effort.

- (b) Unwise use of this tool may result in antagonism and unnecessary denial of inmates' rights.
- (3) Non-punitive isolation cases must be reviewed every seven (7) days and efforts, where possible, made to correct the situation.
 - (a) Review of non-punitive isolation will be a function of the jail administration.
- (4) Inmates occasionally request isolation to insure more peace and quiet, and avoid group interaction.
 - (a) When an inmate is in isolation, at his own request, a written report will still be required.
 - (b) Written reports will then be distributed to the jail administration, IDB, shift supervisor, and appropriate jail officers.
- (5) Non-punitive isolation of more than forty-eight (48) hours must be approved by the jail commander, or in his absence the executive officer. In the absence of the executive officer, the Sheriff may approve this action.

9/02-05.00 Classification of Violations

9/02-05.01 General

- (1) Inmate violations will be classed according to the severity of the action that is likely to result if the subject is found guilty.
- (2) The IDB will assign the classification upon receiving the inmate violation report.
- (3) Informal disciplinary action resulting in verbal reprimand or instruction by a corrections officer should not require an inmate violation report and will not, therefore, be classified.
 - (a) Verbal warnings and reprimands on minor infractions or misbehavior often serve a better purpose than writing the matter up on a disciplinary report.

(b) In matters where an inmate violation report is not filed and informal action is taken, the officer should document the incident, and submit a short memorandum to be entered into the inmate's file. This protects against the possibility of the inmate accumulating warnings from different shifts, without appropriate action resulting.

9/02-05.02

Class A — Criminal Offense

(1) Class A actions are those actions which involve both criminal and administrative actions and will likely result in the signing of a criminal complaint.

(2) Class A offenses would include:

- (a) Criminal homicide;
- (b) Sex offenses;
- (c) Assaults;
- (d) Arson;
- (e) Destruction of property;
- (f) Drugs;
- (g) Escape or attempted escape;
- (h) Other criminal offenses.

(3) The filing of criminal complaints will not relieve the requirement for administrative disciplinary action.

9/02-05.03

Class B — Major Violations (Non-Criminal)

(1) Class B actions are those actions which involve violation of jail policy, rules and regulations and which may result in major administrative disciplinary action.

- (2) Class B actions are violations for which disciplinary action ordered:
 - (a) exceeds 48 hours of double lock-up on the prisoner's tier;
 - (b) involves any reassignment in the behavior modification cells;
 - (c) involves any punitive restriction of diet, loss of visiting privilege, or loss of good time;
 - (d) involves any restriction of privileges for more than 72 hours;
 - (e) involves any restriction of an entire tier for more than 48 hours.

9/02-05.04

Class C — Minor Violations and Infractions

- (1) Class C actions are those actions which involve violation of jail policy, rules and regulations, and which may result in minor disciplinary action.
- (2) Class C actions are violations for which the punishment is less than that outlined for Class B actions. Class C actions shall never include diet, visiting restriction, loss of good time or transfer to behavior modification cells.
- (3) In a Class C action, since there is no serious loss of privileges, the inmate does not have an absolute right to a Discipline Appeal Hearing. The Appeal Board will, however, upon written request, consider the request for an appeal.

9/02-06.00

Methods of Formal Discipline

9/02-06.01

Punitive Isolation — Behavior Modification Cells

- (1) Any jail needs a special confinement unit for those who misbehave seriously after they are incarcerated. This "prison within a prison" is a place of solitary confinement and may be used independently or in combination with other methods of discipline.
- (2) Inmates may be placed in isolation for any of the following reasons:

- (a) as punitive action for a serious misconduct;
 - (b) flagrant or willful disregard or defiance of the orders of jail personnel in the performance of their duties;
 - (c) for escape or attempted escape;
 - (d) to protect the inmate, staff or other inmates;
 - (e) to prevent intimidation of, or physical attack upon witnesses, or others for whom the inmate bears malice;
 - (f) to provide increased control when such control is needed for safety, or in pursuit of correctional goals.
- (3) Behavior modification cells will have the same basic facilities and design as the standard single occupancy cells in the jail.
- (4) There may be a difference between standard cells and behavior modification cells in that:
- (a) solid doors (with windows and food tray slots) instead of barred doors;
 - (i) these doors may be opened in the day time for access to dayroom, depending upon the requirement of the disciplinary order;
 - (b) artificial light only. Other cells may have both artificial and natural sunlight. Behavior modification cells may only have artificial light.
- (5) There will be no specific limit on the number of consecutive days an inmate may spend in the behavior modification cell, but the jail administration must review such placement at least every fourteen (14) days.
- (6) As a general rule, a limit of thirty (30) days for any single charge will generally be recognized. Longer periods of solitary confinement shall be approved by the jail command.

- (1) Double lock-up is the confining of an inmate in his individual cell without the use of the day room. This may occur in the standard single occupancy cells or the behavior modification cells.
- (2) This is the less restrictive alternative than the behavior modification cell when used in the standard single cell tier.
- (3) Double lock-up may be used for individual inmates or an entire tier.

9/02-06.03

Restriction of Privileges

(1) Visiting Restrictions

- (a) Visiting restriction results in the suspension of all personal visits for the inmate.
- (b) Official visits will not be effected unless specifically restricted by the jail administration.

(2) Telephone Restriction

- (a) Telephone restriction results in denial of all personal telephone requests.
- (b) Legitimate attorney calls, and bondsman calls for those eligible for bail will not be effected by the telephone restriction.

(3) Commissary Restriction

- (a) Commissary restriction results in the loss of access to the jail store.
- (b) The restriction will not include writing supplies, or toiletries, unless specifically ordered by the jail administration.

(4) Recreation Restriction

- (a) This restriction refers to outside recreation and does not prohibit the playing of cards, chess, or other games on the tier.

(5) Television Restriction

9/02-06.04

Loss of Good Time

- (1) Inmates who do not demonstrate "good behavior" are not eligible for such awards.
- (2) Loss of good time is a punitive action, when ordered by the IDB, and will result in immediate review by the Appeal Board. Such review will not involve a hearing attended by the inmate unless the inmate appeals the action.
 - (a) Good time not yet earned cannot be forfeited. Good time accrued up to the date of the inmates hearing may be withheld.
 - (b) Good time lost may be partial or complete.
- (3) There will be four exceptions to the regulation prohibiting loss of good time by inmate workers.
 - (a) Escape or attempted escape.
 - (b) Striking a jail staff member.
 - (c) Serious, willful or flagrant misconduct.
 - (d) Violation of State drug laws.

9/02-06.06

Group Discipline

- (1) Some situations may require shared responsibility among inmates in a cell block or tier, when it appears that the group jointly participated, or is protecting the guilty inmate.
- (2) Group or tier discipline is intended to achieve the group's cooperation with, or conformity to, jail regulations.
- (3) Some actions occur on tiers which are known to all or most of the inmates quartered there, for which the responsibility cannot be determined. Group discipline will often lead to the information required

to identify the guilty inmate.

- (a) Even if the guilty inmate is not found, he likely will be discouraged from future action of a similar nature.
 - (b) It is intended that at the very least such action will reduce the positive sanctions, and approval of other inmates.
- (4) This type of discipline should be used with discretion to avoid "kangaroo courts", fighting among inmates, and needless morale problems. Overuse of this method of discipline may be counter-productive and undermine the tranquility and climate in the jail.
- (5) When conducting a hearing for inmates on a group action, provide the inmates with the option to either select an inmate to represent them at the hearing, or appear individually.
- (a) In any action which involves a conflict between inmates, both sides of the conflict should be heard.

9/02-06.07

Criminal Action

- (1) Disciplinary action which involves criminal action, will be investigated and charges filed, if warranted.
- (2) Filing of criminal charges does not prevent disciplinary action, as no double jeopardy protections exist wherein the same incident results in a criminal action and administrative action.
- (3) Investigation of possible criminal charges should be done by a source outside the jail to avoid Miranda and exclusionary rule problems.

10/00-00.00

TRANSFER AND RELEASE

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CHAPTER ONE

10/01-00.00

GENERAL RELEASE PROCEDURES

10/01-01.00

Policy

- (1) No prisoner of the County Jail will be released or transferred unless the legality of the action is clearly established and the identity of the prisoner is certain.
- (2) The procedures specified for release will be followed in the prescribed sequence.

10/01-02.00

Procedure

10/01-02.01

General Procedures Applicable to Non - Emergency Transfers and Emergencies

- (1) All documents providing for the release of a prisoner shall be forwarded immediately to the jail admissions office by the recipient jail officer or staff member.

10/01-02.02

Examination of Documents

- (1) Before the admissions officer begins the formal release proceeding, the officer must verify the legality of the action.
- (2) The determination may be made in ways specified for each type of release or transfer as outlined in this manual.
- (3) If the admissions officer has reason to question the validity of the documents presented for transfer or release, the supervisor should be contacted.

10/01-02.03

Booking Card

(1) The admission officer will remove the booking card, noting on it the date and time of the scheduled release or transfer.

10/01-02.04

Detainer Check

(1) The admissions officer will make certain that no detainers, holds or warrants are pending which might prevent the release or transfer by:

(a) checking the prisoner's booking card;

(b) checking the prisoner's file;

(c) checking N.C.I.C..

(2) If on a transfer, additional detainers, holds or warrants are discovered, other than those on which the instant transfer is being made, and, if there is no indication of the priority of those detainers, holds or warrants, the Jail Administrator will be called, or the supervisor on duty, in order to resolve the conflict.

(3) The prisoner will be temporarily placed in a holding cell.

(4) If any release detainers, holds or warrants are discovered, the admitting jail officer will notify, by the most rapid means possible, the agency from which the detainer, hold or warrant was issued.

(5) If the agency wishes to take custody, the prisoner will be returned to his or her cell for forty-eight (48) hours, excluding weekends and holidays, to await pickup.

10/01-02.05

Prisoner Notification

(1) If all records are in order, the admitting officer will notify the housing jail officer of the time of release.

10/01-02.06

Processing

(1) One hour before the prisoner's scheduled release or transfer, the housing jail officer will inform the prisoner he is to get ready to be released or transferred.

(2) If no specific release time is noted on the authorized document, the prisoner will be released at 0830 hours.

10/01-02.07

Verification of Prisoner's Identity

(1) The housing jail officer shall request the prisoner to step forward to the front of the cell.

(2) The jail officer will compare the prisoner's profile with the picture on his cell assignment card and review other identifying information on the card to confirm proper identity.

10/01-02-08

Return of County Property

(1) The prisoner will be told to gather his personal belongings from the cell and his issued bedding and linens.

(2) This property must be turned in prior to release.

10/01-02.09

Escort

(1) The housing jail officer will escort the prisoner to the admissions office.

(2) The cell assignment card will be removed for placement in the prisoner's file.

10/01-02.10

Clothing/Laundry

(1) The admitting jail officer will take custody of the prisoner from the housing jail officer to begin the release process.

(2) The admitting jail officer will:

(a) observe the prisoner changing into street clothes in order to detect contraband, physical injury, illness or other abnormality which may have occurred during confinement. If anything unusual is observed, the jail officer shall summon the supervisor immediately.

(b) check the prisoner's bedding or linen. If they are missing or damaged, the release process shall be stopped and the prisoner placed in a holding cell. The jail officer will notify the supervisor who will determine the next course of action.

(c) place accounted for clothing and linen in the appropriate place for laundering.

10/01-02.11

Prisoner Property

(1) All prisoners being released shall be issued their personal property in the following manner:

(a) the admitting jail officer will secure the prisoner's property envelope and tagged property from the prisoner's locker in the property room and inventory the items.

(b) the prisoner will sign the property envelope to acknowledge receipt of all property;

(c) the admitting jail officer will secure the prisoner's money envelope, count the money in the presence of the prisoner, and compare the total with the account sheet.

(d) the prisoner will sign to verify that he has received his money;

(e) if the prisoner is being released or transferred to another agency for a period in excess of twenty-four (24) hours, steps A through D shall be followed; however, the prisoner shall not take actual possession of his property. The escorting officer shall also sign the inventory acknowledging receipt of the property.

(f) if the prisoner is being released or transferred to another agency and will be returned to the jail within twenty-four (24) hours, he will be dressed out, but shall not be given his personal

property. His cell will be held open until his return. Upon return, his classification status will be reviewed as set forth in the procedures outlined in this manual.

10/01-02.12

Refusal to Sign for Property

(1) In the event a prisoner refuses to sign to verify receipt of his property/money, the admitting jail officer will summon another jail officer to sign and date the form witnessing the return of the listed items.

10/01-02.13

Prisoner Complaints

(1) If the prisoner wishes to complain in any way about allegedly missing or damaged property/money, he shall be informed that the complaint must be made in writing within forty-eight (48) hours and addressed to the Jail Administrator.

(2) He shall be provided pencil, paper, and envelop and requested to write the complaint immediately.

10/01-02.14

Identity of Escorting Officer or Agent

(1) In transfer of custody, the identity of the person into whose custody the prisoner is being transfered must be verified by the admitting jail officer.

10-01-02.15

Escort Release Authorization

(1) When a prisoner is being released or transferred to another agency, the escorting officer must sign a statement accepting custody of the prisoner.

10/01-02.16

Release

(1) When the prisoner is ready to be released, the admitting jail officer shall inform the control officer and escort the prisoner to the entry/exit

door of the jail.

10/01-02.17

Update Jail Records

(1) When a prisoner is released or transfered to another agency for a period in excess of twenty-four hours, such action shall be noted on the booking card by the admitting jail officer and placed in the "Out of Jail" file.

(2) When a prisoner is released from custody, such action shall be noted on the booking card and in the prisoner's file. All empty prisoner property envelopes, tags, and receipts shall be placed in the prisoner's file and forwarded to the Jail Administrator. The booking cards will be filed alphabetically in the " Past Commitment " file in the admissions office. Then the prisoner's name shall be removed from the cell block roster board.

10/01-02.18

Cell and Mattress Cleaning

(1) The housing jail officer shall arrange for the prisoner's cell to be cleaned by an inmate worker and the mattress cleaned, sterilized and stored for future use.

10/01-02.19

Notification of Court

(1) When a prisoner is transfered, even temporarily, or released, the appropriate court will be notified of the action by the Jail Administrator.

(2) A telephone call will be placed to the clerk of the court informing him of the date and time of the prisoner's release or transfer.

CHAPTER TWO

10/02-00.00

AUTHORITY TO TRANSFER OR RELEASE

10/02-01.00

Policy

(1) The proper authority for release or transfer of a prisoner is critical to the protection of the public and maintenance of security. No prisoner will be released without such authority.

10/02-02.00

Procedure

10/02-02.01

Pre-Trial Release

(1) All bail bonds will have been posted with the clerk of the court and the prisoner or his representative will present to the jail, a signed bail bond notarized by the clerk.

(2) Bond release by the court on recognized, conditional release, the court will have made an order and the clerk will have prepared a bond, which will be signed, notarized, and presented to the jail.

(3) The prosecutor will have notified the court of a dismissal of charges and the court will have entered the dismissal upon the docket. A copy of the docket entry will be accepted by the jail officer as proof of the dismissal.

10/02-02.02

Post Trial Release

(1) The court will have entered the finding of not guilty on the docket, and the jail officer shall accept a copy of the docket entry as authorization for release. In circumstances where the prisoner is returned to the jail by a County Deputy, and the Deputy reports a finding of not guilty, the finding shall be verified by the jail officer by calling the clerk of the court or the prosecutor's office. The release process may

begin on such verbal confirmation, but actual release must await a true copy of the docket entry.

(2) The same authorization as that described above will be required to release those prisoners placed on probation after conviction.

(3) Where the prisoner has paid a fine as specified by the court upon conviction, the clerk will have made an entry on the docket and will have issued a receipt. The docket entry or the receipt will be accepted by the jail officers as authority to release.

(4) Each day the supervisor will review booking cards for all sentenced prisoners and will list all those to be released on the following day. This list will be used for authorization for release. If any questions by jail officers or prisoners arise as to the proper date of their release, confirmation shall be sought from the clerk of the court from which the prisoner was sentenced.

10/02-02.03

Transfer

(1) To another county or state as witness, defendant, suspect, a detainer, hold or warrant will have been lodged, and the detainer, hold or warrant, if not expired, will issued as the authority for transfer.

(2) The court which sentenced the prisoner will have sentenced the prisoner would have entered the sentence on the docket and would have prepared orders for the Sheriff to convey the prisoner. If a Sheriff's Deputy or attorney, known to the jail officers, returns the prisoner from court and verbally confirms the state sentence, the jail officer may verify the sentence with the clerk of the court and begin the transfer process, but a docket entry or orders to convey will be necessary for final transfer.

(3) The court will have issued orders for the transfer of prisoners to the state hospital for evaluation and these orders will be used by the officer of the jail for authority to transfer.

(4) The military authorities will have issued a release form specifying the dates and reasons for transferring. This form will be used for authority to release.

(5) In all of the above incidents, the jail will retain a copy of the appropriate document and place that copy in the prisoner's file.

11/00-00.00

EMERGENCY OPERATIONS

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CHAPTER ONE

RIOTS AND DISORDERS

11/01-00.00 Policy

(1) It is the policy of this jail to attempt to quell inmate disturbances as quickly and efficiently as possible with the minimum amount of force necessary to control the situation.

11/01-02.00 Procedure

11/01-02.01 Definition

(1) A disorder is a disturbance involving any number of inmates, but limited to acts of passive resistance, without engaging in property destruction, assaults, attempts to escape, hunger strikes, refusal to work, sit down strikes, or refusal to obey orders of jail staff.

(2) A riot is a violent disturbance involving three (3) or more inmates accompanied by the destruction of property, arson, assaults, civil disobedience to lawful orders, attempted escape from the jail in conjunction with any or all of the above offenses.

(3) A hostage is any person seized against his will by inmates for the purpose of effecting their escape and/or dictating or extorting terms, conditions relating to their treatment, sentence, release, privileges or other reasons. Any official, regardless of his position, seized, or taken as a hostage, will from the moment of seizure, cease to exercise the authority vested in his office or rank and any orders issued by him, while a hostage, will be disregarded by other jail personnel.

11/01-02.02 Warning Signs

(1) Prior to any organized outbreak or disturbance, certain warning signs may be detected. Some of the signals that are given by inmates:

- (a) they become uncommunicative;
- (b) they cease talking upon the approach of a member of the jail staff;
- (c) they complain about their treatment, the food, racial disputes, or conditions in general;
- (d) they are tense and nervous.

(2) When any of these symptoms, or combination of symptoms, are observed in the jail, the jail staff member shall immediately report the problem to his supervisor.

(3) Once these signals have been detected, all jail staff members must be especially alert while handling, moving, and controlling inmates until the situation is resolved.

11/01-02.03

Responsibility

(1) All jail staff members are responsible for assisting in the suppression or prevention of a disorder or riot and will immediately report such incidents to the supervisor. Prior knowledge or information of an impending disorder shall be reported to the jail command immediately.

(2) The jail commander and/or supervisor on duty are responsible for the control and/or quelling of riots or disorders and for the issuance and/or use of chemical agents or firearms in any suppression attempts.

(3) The supervisor in charge is responsible for notification of personnel and/or agencies as outlined in section 11/01-02.04 of this manual when so ordered by the ranking supervisor on duty. In the event the ranking supervisor has been taken hostage, or incapacitated in any manner, the next ranking jail officer will assume temporary command.

11/01-02.04

Notifications

(1) Any jail staff member discovering a riot in progress or a riot about to start will immediately notify his supervisor by the most rapid means,

stating:

- (a) the location of the riot;
 - (b) approximate number of inmates involved;
 - (c) the weapons, if any, being used;
 - (d) persons trapped among the rioting inmates.
- (2) The immediate supervisor, upon receipt of a report of a riot, will take the following actions;
- (a) Notify the jail command of the existence of the riot.
 - (i) number of inmates involved
 - (ii) location
 - (iii) weapons being used by the inmates
 - (iv) status of the jail staff at the riot scene
 - (v) make request for assistance when it appears that the jail staff will be unable to cope with the situation.
 - (b) Others to notify:
 - (i) County Sheriff's Patrol
 - (ii) Local Police Department
 - (iii) Sheriff
 - (iv) Local Fire Department. (When a fire is reported, the Fire Department will be notified first).

11/01-02.05

Inmate Control

- (1) The jail staff member discovering a riot in progress, will not attempt to subdue or quell the rioters alone, in order to avoid seizure as

a hostage and/or the loss of keys in his possession.

(2) The jail staff member shall secure all doors, gates, or exits through which inmates may effect passage.

(3) The supervisor will secure all electronically controlled doors, denying passage to all inmates unless escorted by jail personnel or enforcement officers and have staff members establish the identity of escort personnel to insure himself that the escort is not being forced in to accompanying the inmates in an attempt to escape.

(4) No doors will be opened until the supervisor is satisfied that it is safe to do so.

(5) The supervisor will record all information pertaining to the riot, i.e. time reported, by whom, names of persons notified, etc., and will not, under any circumstances relinquish the control center to any inmate under threat of force or threats of bodily harm to a hostage, nor unlock the security doors to the jail until he has assured himself that it is safe to do so.

11/01-02.06

Hostages

(1) In the event it appears that a jail staff member is about to be seized as a hostage by the rioters or subject to assault, he will attempt to dispose of any keys in his possession by throwing them into an inaccessible area.

(2) Any jail staff member who is isolated among rioting prisoners will take such action necessary to report the incident and take advantage of any protective cover immediately available to him pending the arrival of reinforcements.

(3) During this period, he will make note of ringleaders and other agitators.

11/01-02.07

Riot Measures

(1) The ranking jail officer on duty will be responsible for the following actions until such time as he is relieved by the physical

presence of the jail command or the Sheriff:

- (a) Cause the prisoners not actively participating in the riot to return to their cells. Announcements will be made over the intercom system to all prisoners to cease rioting, and to return to their cells. Prisoners will be instructed to approach jail personnel or law enforcement officers in single file with their hands clasped on top of their heads for search. All prisoners not participating in the riot will be evacuated first, if this is necessary. Corridor doors may be locked at the discretion of the officer in charge.
- (b) Terminate all inmate worker details in the jail and return them to their living quarters. Prior to departing from work areas, all dangerous implements, tools, or knives will be removed to a safe area and secured.
- (c) Terminate all visits, regular or professional. Any prisoner occupying the visiting area will remain locked therein, or the prisoner will be locked in a cell remote from the riot scene.
- (d) Check to determine whether all perimeter doors are secured.
- (e) Assemble all available jail personnel, in an area safe from the riot scene, and organize immediate defense measures to contain or restrict the rioters and/or prevent their escape. In the event that the jail personnel is insufficient in number to effect an assault upon the rioting prisoners, and at the same time to secure non-rioting prisoners and exits, the use of passive measures, i.e. securing gates, doors, maintenance of communication, evacuation of visitors, etc., will be effected pending the arrival of reinforcements.
- (f) Upon arrival, reinforcements will be requested to initially surround the perimeter of the jail to prevent the escape of prisoners.
- (g) An assault force, when so directed by the Sheriff, or jail commander, shall employ such riot control means as necessary to regain control of the jail. In no case will this be attempted until overwhelming forces are available.

(1) Once subdued, the rioters will be required to line up facing walls, hands extended over their heads and be strip searched. They will be removed in small groups, for control purposes to secure cells for lock-up. Only that force required to overcome resistance will be used.

(2) In the event chemical agents are utilized, windows will be opened and exhaust fans activated to ventilate the area and the prisoners will be permitted to bathe at the earliest possible time. Clean clothing should be issued without delay.

(3) A roll call head count will be taken to verify the presence or absence of any inmates who may have escaped during the course of the riot. A roll call of jail personnel and law enforcement officers participating or present when the riot commenced will be taken to insure that no jail officers or law enforcement officer who may have been injured or incapacitated remains undetected.

(4) First aid and medical treatment will be rendered to any person who might have been injured.

(5) Agitators and ringleaders, who provoked the riot, will be segregated, isolated and secured until such time as a hearing into the matter can be commenced.

(6) A thorough shakedown of all cells, and those areas where the riot occurred, will be conducted to detect abandoned or concealed weapons or contraband.

(7) Damage assesment and security survey will be conducted and a list of damages prepared. Maintenance personnel will be directed to begin making repairs as soon as photographs have been taken.

(8) An immediate investigation, at the direction of the Sheriff, will be started, to fix responsibility and the preparation for the filing of charges against participants. In the event of serious injury or death, a formal investigation surrounding the death or injury will be conducted by the detective division. In all cases of death, an investigation will be conducted by the County Coronor.

(1) Upon conclusion of any riot or disorder, the ranking jail officer on duty and the jail officers involved will submit, in writing, a report of the incident.

11/01-02.10

Disorder

(1) Notification/Observation

(a) Any jail officer or employee having knowledge of and/or discovering the existence of disorder will immediately report the incident to his supervisor. He will remain at the scene and watch such opening, then existing, that would afford passage to inmates and then, attempt to quell the disorder. In the event the disorder is beyond his ability to control, he will defer action to quell the disorder pending the arrival of reinforcements. Jail officers will exercise caution in approaching prisoners participating in a disorder to prevent the seizure of keys or himself as a hostage. In any case, a single jail officer will not enter a cell block to quell a disorder.

11/01-02.11

Reinforcements

(1) The supervisor on duty, upon report of disorder, will proceed to the scene with such additional jail officers, who are available to assist in quelling the disorder. Upon arrival at the scene, he will assess the extent of the disorder and, depending upon the situation, will quell the disorder, provided that sufficient personnel are present to effectively control the prisoners without endangering the security of the jail or its personnel.

(2) Lacking sufficient force to quell the disorder, the supervisor will detail jail officers as observers to identify agitators or ringleaders, notify the dispatch and request assistance. The dispatch officer will notify persons and agencies listed under the Notification section of this chapter.

CHAPTER TWO

11/02-00.00

FIRE

11/02-01.00

Policy

(1) Jail personnel will make every effort to prevent the occurrence of fires in the jail, through proper supervision of prisoners in control of flammable materials in all cell areas, particularly prisoner occupied sections. In the event of fire, the primary objective shall be the protection of lives of the prisoners, staff, and visitors. No rule or set of rules can completely cover procedures to be utilized in the event of fire, but the following steps should be taken.

11/02-02.00

Procedure

11/02-02.01

Prevention

(1) The jail officers shall be responsible for enforcing the following rules:

(a) There will be no smoking in bed;

(b) Trash will be disposed of on at least a daily basis;

(c) There will be no hoarding or storing of paper products or other flammable materials (i.e., toilet paper, magazines, newspapers, etc.);

(2) The jail commander shall be responsible for:

(a) Insuring that the jail is inspected by the Fire Department on at least an annual basis;

(b) Insuring that all fire fighting, detection and alarm equipment, is inspected and/or tested on a weekly basis;

- (c) Insuring that a floor plan outlining evacuation routes and location of fire fighting equipment is kept current and available.

11/02-02.02 Fire Zones

- (1) For ease in pinpointing a fire and simplifying evacuation, the jail shall be divided into fire zones.

11/02-02.03 Discovery

- (1) When a jail employee discovers a fire he shall notify his supervisor immediately, stating the zone the fire is in, its exact location, and the nature of the fire.

- (2) When a jail employee is informed by a prisoner or a visitor that there is a fire, he shall notify his supervisor immediately that he is investigating the possibility of a fire and then follow the procedure steps as outlined in paragraph one above, if a fire is discovered.

- (3) When the fire alarm(s) activates, the supervisor shall notify the jail officers as to which area is signaled by the alarm. He shall request the jail officers to investigate the fire and report back the location and nature of the fire.

11/02-02.04 Notification

- (1) Upon being informed of a fire, the supervisor shall:
- (a) Notify all jail personnel that there is a fire and state the fire zone;
 - (b) Call the local fire department;
 - (c) Notify Sheriff's Department Patrol Units to respond to the jail;
 - (d) Notify the Sheriff and jail commander if not on duty.

11/02-02.05

Response

- (1) The housing jail officer shall remove all prisoners located within the effected fire zones, to the appropriate evacuation area.
- (2) All other jail officers shall secure prisoners in their cells, in all other uneffected areas, escort visitors out of the building, and then proceed to the effected fire zone to provide assistance.
- (3) The booking officer shall obtain the two (2) self contained breathing masks from the admissions area, and proceed to the affected fire zone and assist the housing officer in evacuating the prisoners.
- (4) The supervisor shall be responsible for directing and coordinating the efforts of the jail officers, law enforcement officers, and fire fighters until the jail commander or sheriff arrives at the scene. He shall assign a jail officer to be stationed at the jail entrance to admit the fire fighters and escort them to the scene of the fire.
- (5) When law enforcement officers arrive, they shall be responsible for securing the perimeter of the jail, and supervising the prisoners in the evacuation areas. Law enforcement officers shall hold the emergency jail keys until the fire fighters arrive, unless needed first by jail staff.
- (6) All security jail personnel shall assist jail officers in escorting visitors outside and then shall remain outside themselves.

11/02-02.06

Defend in Place

- (1) The jail supervisor, after all prisoners are secured, shall determine if jail staff shall attempt to extinguish the fire prior to the arrival of the fire department.
- (2) If jail staff attempt to extinguish the fire, they shall utilize the breathing masks and appropriate fire fighting equipment.
- (3) At no time shall prisoners be permitted to assist in fighting the fire.
- (4) If at any time the ranking jail officer determines the smoke may affect those prisoners who have not been evacuated, or the jail staff is

not capable of controlling the fire, he shall order the immediate evacuation of all prisoners and staff.

11/02-02.07

Fire Department Arrival

(1) When the fire department arrives, they shall be escorted to the fire zone by the jail officer stationed at the jail entrance.

(2) The ranking fire fighters shall assume authority at this time. He may order further evacuation of prisoners and shall direct the jail officers in assisting in fire fighting and evacuation efforts.

11/02-02.08

Prisoner Evacuation

(1) The jail shall designate a primary evacuation area. If it becomes necessary to evacuate this area, prisoners shall be moved into the outside recreation yard, or some other secure outside area, away from the jail. If the fire chief determines that evacuation is needed, prisoners shall be loaded into available transport to be moved to a designated area away from the jail.

11/02-02.09

Prisoner Count

(1) When the jail is being completely evacuated, the supervisor shall be responsible for securing the prisoner housing chart. He will conduct an immediate head count in the evacuation area. If any prisoner is missing, the fire department shall be informed of the cell area of the missing prisoner. While the fire department is attempting to locate the prisoner, jail staff shall begin to implement procedures regarding escapes.

11/02-02.10

Investigation

(1) The Sheriff shall order an investigation of the fire, in cooperation with the the fire department and the State Fire Marshal. All jail staff members involved in the initial discovery of the fire shall complete a written incident report.

CHAPTER THREE

11/03-00.00

ESCAPES

11/03-01.00

Policy

(1) Since the custody of prisoners is the primary responsibility of the jail, whenever such custody is breached, the officers and personnel shall give the highest priority to the apprehension of the escapee.

11/03-02.00

Procedures

11/03-02.01

Discovery

(1) The jail officer who first discovers an escape or apparent escape, will:

- (a) immediately advise the supervisor and dispatch;
- (b) secure the area from which the escape was made;
- (c) lock up all prisoners in the vicinity of the escape area;
- (d) place a freeze on all prisoner movement and conduct a count;
- (e) relay the following information to the supervisor and dispatcher;
 - (i) the name or names of the escapee;
 - (ii) the mode of transportation of the escapee;
 - (iii) the time of the escape;
- (f) if the name of the escapee is not known, identify the escapee by matching physical characteristics of present prisoners to the jail booking information.

11/03-02.02

Notification

- (1) The supervisor, immediately upon notification of an escape, will:
 - (a) notify the dispatch office and have a broadcast of the description and other pertinent information from the prisoner's booking information to all sheriff's patrol units, city police units, highway patrol units and enter the description into LEEDS;
 - (b) notify by radio or telephone, the jail commander and the sheriff.

11/03-02.03

Investigation

- (1) The jail commander will initiate an immediate investigation and order that all personnel involved file a written report as soon as possible.

CHAPTER FOUR

11/04-00.00

ATTEMPTED SUICIDE, SUICIDE, OR DEATH OF A PRISONER

11/04-01.00

Policy

(1) In the event of attempted suicide, suicide, or death of any prisoner, the officers and personnel of the jail shall take all action necessary to provide appropriate medical assistance and to preserve the scene, cooperating with all medical and investigative authorities.

11/04-02.00

Procedure

11/04-02.01

Discovery

(1) The jail officer who first witnesses, or otherwise discovers, a prisoner who appears dead, or has made a physical attempt at suicide, will:

- (a) first use the emergency medical procedures as outlined in this manual;
- (b) contact the supervisor, who will contact the jail physician or paramedics;
- (c) jail officers will not enter housing areas until other prisoners have been secured, or back up assistance arrives;
- (d) while awaiting back-up, the jail officer may request the assistance of prisoners, i.e. if the victim is hanging, the jail officer may instruct the prisoners to elevate the prisoner hanging, to alleviate the pressure from his throat, or in some cases untie the noose and place the victim on the floor;
- (e) prisoners who have attempted suicide will be handled in the manner outlined in this manual.

11/04-02.02

Identification and Investigation

- (1) Seal off the scene of the incident in order to preserve evidence. This will require moving any prisoners present from the area.
- (2) Summon the jail commander and the jail physician.
- (3) Upon verification of death by the jail physician, the jail commander will:
 - (a) notify the County Medical Examiner that a death has occurred and request that he proceed to the scene;
 - (b) notify the detective division and request an investigation be commenced;
 - (c) arrange for a qualified officer to proceed to the scene to lift fingerprints from the corpse, such prints will be used to positively identify the deceased, and a set of these prints will be attached to the prisoners I.D. file to insure that the file is subsequently removed from the active jail records;
 - (d) determine the status of the deceased (county, federal, military, or other).

11/04-02.03

Follow-up

- (1) The jail commander will assign staff to complete the following tasks:
 - (a) if the deceased is a federal, immigration, or military prisoner, notify the appropriate agency immediately to advise them of the death;
 - (b) if the deceased is being held on a warrant from another jurisdiction, notify that jurisdiction;
 - (c) obtain the name, address and telephone number of the relative shown in the prisoner's file (if a relative is not shown on any form in the file, check the visitors book to determine name of appropriate persons to notify);

- (d) notify the appropriate relative or other person and inform them of the death and whether or not the prisoner's property may be released as instructed by the Medical Examiner or detective division;
- (e) notify the court in which the prisoner's case is assigned;
- (f) implement routine "book out" procedures in order to complete jail records;
- (g) collect all property of the deceased, if it is to be released to relatives.

11/04-02.04

Reports

- (1) All jail personnel involved will file a written incident report.

CHAPTER FIVE

11/05-00.00

HOSTAGE SITUATIONS

11/05-01.00

Policy

(1) The first priority in hostage situations is preserve the life of the hostage. The personnel of the jail, who may be involved, will never attempt to interfere with the negotiations.

11/05-02.00

Procedures

(1) The following steps will be taken in the event that prisoners take and hold a hostage within the jail.

11/05-02.01

Discovery

(1) The staff member who first becomes aware of the situation will:

- (a) notify the supervisor and dispatch;
- (b) see that the area in which the hostage has been placed is sealed;
- (c) place a freeze on all prisoner movement outside the hostage area.

11/05-02.02

Notification

(1) The supervisor will:

- (a) notify the jail command and sheriff;
- (b) notify the pre-designated hostage negotiator;

(c) determine, to the degree possible, the identity of the hostage taker(s) and the hostage(s) and gather all pertinent information (files, etc.), on those persons for use in the negotiations.

(2) The dispatcher will:

(a) alert the police and sheriff's patrols, but request that they remain clear of the scene until directed otherwise by the jail commander;

(b) alert the paramedics and jail physician.

11/05-02.03

Negotiations

(1) The Sheriff shall direct the procedure or shall designate a director to make all decisions concerning negotiations. The following general policies apply to hostage taking situations:

(a) at no time will any prisoner be permitted release from the jail;

(b) the pre-designated negotiator will not be empowered to make final decisions on negotiable items, but will check with the Sheriff or his designee before making any promises of concessions to the hostage taker;

(c) any orders or commands given by the hostage, even if the hostage may be a ranking jail officer, will not be honored;

(d) no person except the negotiator shall be in contact with the hostage taker unless specifically directed by the Sheriff or his designee.

11/05-02.04

Investigation

(1) At the conclusion of any hostage taking event, a full investigation will be conducted by the detective division and sheriff's employees will cooperate fully in the investigation.

CHAPTER SIX

11/06-00.00

GROUP ARRESTS

11/06-01.00

Policy

- (1) It is the policy of the County Jail to provide security and safety of all inmates, officers, or other persons.
- (2) In the event of a group arrest, the jail shall take the necessary steps in order to get prisoners processed as quickly and safely as possible, while maintaining the security of the prisoners.

11/06-02.00

Procedures

11/06-02.01

Notification

- (1) Any time a group of persons is being arrested, the arresting officers shall notify the Sheriff's Dispatch and the Jail.
- (2) The officers shall report:
 - (a) number of persons being arrested;
 - (b) number of persons who are violent or who may pose a threat to the safety of others;
 - (c) number of officers involved in the arrest.
- (3) This information shall be relayed to the jail supervisor.

11/06-02.02

Emergency Staffing

- (1) After receiving notification, of group arrest, the supervisor will determine whether or not he has sufficient staff on duty to handle the situation.

(2) If it is determined that the jail staff is not sufficient, the supervisor will:

- (a) notify the Jail Administrator to request additional staff;
- (b) request that patrol deputies be called to assist;
- (c) notify the arresting officers that they will be required to remain until the emergency is under control.

11/06-02.03

Search Procedures

- (1) Once the arresting officers have arrived with the group, they will be required to bring them in, one at a time.
- (2) Each prisoner will be searched in accordance with the search procedures outlined in this manual.
- (3) No other prisoners will be brought into the jail until the searches have been completed.

11/06-02.04

Arresting Officer Report

- (1) The arresting officers will be required to fill out a report form, on each prisoner, which will include the following information:
 - (a) prisoner's name;
 - (b) date and time of arrest;
 - (c) charge and judge;
 - (d) place of arrest;
 - (e) prisoner's description;
 - (f) impound information;
 - (g) medical treatment given or offered;

(h) any other information as required by the jail.

(2) This form will be attached to the property envelope and will be used to identify the prisoner at the time of admissions.

11/06-02.05 Prisoner Property and Money

(1) Prisoner property will not be inventoried and itemized at this time.

(2) All property shall be placed in a property envelope and placed in a secure, locked cabinet until the processing can be completed.

(3) Prisoner money will be counted by the jail officer and the arresting officer, before placing it in the property envelope.

(4) The amount of the money will be recorded on the arresting officer's report, and both officers will verify the amount with their signatures.

11/06-02.06 Holding

(1) At the completion of the search procedure, the prisoner will be placed in a holding cell pending the admissions process.

11/06-02.07 Classification

(1) Emergency classification will be implemented during the emergency situation.

(2) Classification and segregation will consist of the following:

(a) Violent/Non-Violent;

(b) Adult/Juvenile;

(c) Male/Female.

11/06-02.08 Priority Booking

(h) any other information as required by the jail.

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11/06-02.08 Priority Booking

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